



MARY WASHINGTON COLLEGE
STUDENT HANDBOOK 1991-92

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Student Handbook

1991-92



A guide to the policies, rules, regulations, and activities
of Mary Washington College, Fredericksburg, Virginia

MARY WASHINGTON COLLEGE

AUG 2 1991

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Foreword

This *Handbook* has been prepared so that Mary Washington College students may have a better understanding of their institution and its rules and regulations. It contains material about what the student may rightfully expect from the College and what the College may rightfully expect from the student. No publication may anticipate and cover all situations that may arise, but most matters are covered, at least in principle, in the *Handbook*. **Each student is responsible for becoming thoroughly familiar with its contents, and it will be assumed that this responsibility**

has been met and that all students have been informed of policies and regulations.

Policies noted in this *Handbook* are in effect for the entire year. Any efforts expended toward revision of these policies will be understood as directed toward the following year. Interpretation of matters in this *Handbook* is the responsibility of the Dean of Students and the President of the Student Association. The President of the College has final authority regarding interpretation.

Statement of Rights and Responsibilities of Members of the College Community

Members of the College community have responsibilities incumbent upon all citizens, as well as the responsibilities of their particular roles within the academic community.

All members share the obligation to respect the right of freedom of inquiry, of religion, of speech, of press, of peaceful assemblage or association and of petition to the institution for a redress of grievances.

The rights of members of the College community shall not be denied or abridged on account of race, creed, national origin, marital status or sex.

The members of the College community have the right to be secure in their persons, residences, offices, papers and effects, against unreasonable searches and seizures.

All members of the College community have the right to due process in matters concerning discipline or their status as members of the College community.

All members of the College community have other responsibilities and rights incident to the educational process and to the requirements of the search for truth and its free presentation.

The enumeration of the rights and responsibilities outlined in this statement shall not be construed to deny or disparage others retained by the members of the College community.

The term "member of the College community" embraces the College as an institution, the faculty as a body and all members of the administration, faculty, staff and student body in their official and individual capacities.

Adopted by the Board of Visitors,
Mary Washington College
May 12, 1973

STATEMENT OF COMMUNITY VALUES AND BEHAVIORAL EXPECTATIONS



MARY WASHINGTON COLLEGE

Mary Washington College is an academic community dedicated to the highest standards of scholarship, personal integrity, responsible conduct, and respect for the individual.

We hold among our foremost common values:

- ★ The importance of personal integrity as reflected in adherence to the Honor Code;
- ★ The right of every individual to be treated with dignity and respect at all times;
- ★ The acceptance of and respect for diversity in our community and adherence to the College's Statement of Non-Discrimination;
- ★ The freedom of intellectual inquiry in the pursuit of truth.

As members of the College community, we refuse to tolerate behavior that in any way compromises or threatens these values.

Adopted by the Board of Visitors,
Mary Washington College

Statement of Academic Freedom

First Amendment Statement

1. Mary Washington College vigorously supports freedom of inquiry and expression within the academic community. All members of that community have a fundamental right to follow their interests and to express their views privately and publicly without censorship, constrained only by the laws of the Commonwealth of Virginia, the laws of the United States, and respect for the property and person of others. While the College may institute regulations to ensure the orderly expression of ideas and to protect the resources needed for productive inquiry, these regulations shall not be interpreted in a way which restricts freedom of inquiry and expression by any member of the College community.
2. Mary Washington College has adopted the Statement on Academic Freedom of the Association of American Colleges (1941), and the American Association of University Professors' statement on Freedom and Responsibility (1970). These statements and the First Amendment to the Constitution of the United States define the parameters of academic freedom in the Mary Washington College Community.
3. The Mary Washington College Community includes:
 - a. Faculty Defined herein as those Mary Washington College personnel holding academic rank, including adjunct faculty and contract faculty.

Faculty are afforded the full protection of the First Amendment to the United States Constitution. Moreover, by definition, teachers are entitled to the exercise of the freedom of inquiry, are obligated to follow scholarship

wherever it leads and to promulgate the result of inquiry.

- b. Students—Defined herein as those persons officially enrolled in one or more classes at Mary Washington College.

All students bring their First Amendment rights onto the campus. Therefore, all Mary Washington College students shall be afforded the same rights of inquiry and promulgation as the faculty.

- c. Speakers, public performers, artists and other guests invited by the institution and/or by recognized student, faculty, and institutional organizations shall be protected from any form of censorship or disruption, and shall be afforded the same freedom of expression in the chosen medium as is guaranteed members of the Mary Washington College community.

Freedom from censorship extends to individual as well as public behavior and carries with it accompanying responsibility for individual as well as public behavior, both on the part of members of the College community and their invited guests.

Adopted by the Board of Visitors,
Mary Washington College
1987

Statement of Non-Discrimination

At Mary Washington College the principles of equal opportunity and affirmative action are practiced. The College does not discriminate on the basis of race, color, religion, disability, national origin, political affiliations, marital status, sexual orientation, sex, or age in recruiting, admitting, enrolling students or hiring and promoting faculty and staff members. The College will not recognize or condone student, faculty, or staff organizations that discriminate in selecting members. Complaints of discrimination should be directed to the AA/EEO officer of the College.

Adopted by the Board of Visitors,
Mary Washington College

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Honor Council

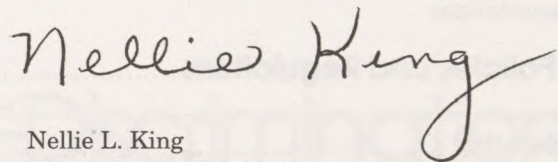
Dear Fellow Students:

The Honor System at Mary Washington College is a moral code of conduct which creates an environment of truth and respect in both the academic and social spheres. Upon entering MWC, you take a pledge to uphold and support this code. However, I feel the Honor System is more than just a set of rules. The concepts of personal integrity and character become involved. These ideals will grow and mature throughout your College experience and hopefully remain with you throughout your life.

The Honor System involves everyone. As a member of the College community, you have a personal commitment to this strong foundation. Without respect and belief in the Honor Code, the System could not function. The System is only as good as the people behind it.

If you have any questions or concerns regarding the Honor System, I will be happy to address them. Best wishes in the coming year.

Sincerely,



Nellie L. King
Honor Council President
1991-92

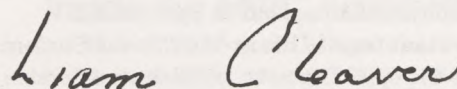
Student Association

Dear Students:

I would like to welcome you to another year full of opportunities at Mary Washington College. There are many resources available to help provide guidance for our college interests. This handbook will prove an invaluable aid to a number of activities at MWC. Questions concerning academics, service oriented organizations, or social activities may be answered within this book. However, if you need further information, please contact the Student Association or any of the other campus organizations.

The Student Association is one of the numerous campus organizations designed to properly serve the students' needs. Take advantage of every opportunity in order to make MWC better for you and the rest of the student body. If you ever have any questions, please call or stop by the S.A. office. Every MWC student is a member of the Student Association. I look forward to our upcoming year together.

Sincerely,

A handwritten signature in cursive script that reads "Liam Cleaver".

Liam J. Cleaver
Student Association President
1991-1992

Office of the President

Dear Students:

Mary Washington College is a community in the truest sense of the word, with faculty, administration, and students all working together toward the achievement of a common goal: the best education possible within the best possible environment.

Education in the liberal arts and sciences such as that which students receive at Mary Washington leads to a greater appreciation for, and understanding of, the rich cultural diversity of the world in which we live. This knowledge is translated into action on our campus, in terms of the tolerance which all are expected to extend toward all others who comprise our collegial "family." Accordingly, the rules which govern our conduct as members of this community are minimal, and are based upon the presupposition that each of us will act responsibly and with the understanding that, in exercising our individual freedom, we have an obligation as members of the larger community not to infringe upon the rights of others. Our individual actions are guided by our "Statement of Community Values and Behavioral Expectations."

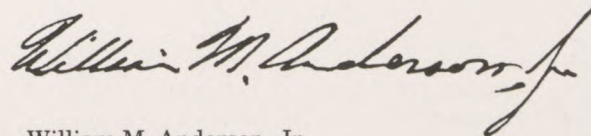
Basic to the effective functioning of our college community is the Honor Code. Many of the characteristics which make life at MWC so pleasant are possible because of this shared commitment to the maintenance of an honorable community. It is therefore the duty of all students to be knowledgeable about the Honor System, to accept its philosophy, and to uphold its operation.

Another important facet of life at MWC is the Student Association. It is through this organization that the student body has the opportunity to exercise considerable self-government and to demonstrate, at the campus level, those responsibilities of citizenship which are fundamental to a free and democratic society. I fully support the work of the Student Association, and I urge all students to be active participants in its affairs.

The purpose of this **Student Handbook** is to set forth the policies and regulations of the College as they apply to students and other members of the College community. Please read the **Handbook** carefully in order that you will be able to know, and hence to uphold, your responsibilities as a member of this community.

The 1991-92 session promises to present all of us at MWC with rich opportunities, as well as with significant challenges. I look forward to working with you toward making this the greatest year yet in the history of our College.

Sincerely,



William M. Anderson, Jr.
President

College Operations, Services & Procedures



How does a College operate?

Where do I get an ID?

Where can I park my car?

Where is the nearest bank?

How do I get mail?

Where can I store my bike?

Overview

Mary Washington College is a community of scholars. As such, it must have rules and regulations so that each member of the community may live and work in a comfortable and productive environment. Because the College community is not isolated from other larger communities, it is also necessary for the entire College community including each member of the faculty, staff, student body, and administration to abide by applicable Federal and State laws. An environment of mutual trust is essential to the well-being of an academic community. As a result, the Honor System was created and has functioned successfully for many years on the campus of Mary Washington College. The philosophy of the Honor System, the Honor Constitution, and related policies and procedures are described in this Handbook so that each member of the College community will understand fully his or her responsibility to the system.

How A College Operates—A Look Inside the MWC Administration

Mary Washington College, like all educational institutions, is an amalgam of programs and services that blend to make an academic community. This community is directed by the President who is the chief executive, administrative, and academic officer of the College.

Appointed by and responsible to the Board of Visitors of the College, the President administers the policies of the Board and recommends to it policies and programs that promote the interests of the College. The President is charged to exercise such general authority and control over the assets, affairs, and programs of the College as shall be needed for its proper operation in conformity with the programs and policies determined by the Board. In addition, the President is responsible for the regulations of the various aspects of student life at the College, including student discipline.

The administrative officials, faculty, and Student Association officers are responsible to and recommend policy changes to the President. Although the President is responsible to the Board of Visitors for the overall administration of the College, he has delegated to the administrative officers authority to supervise and administer various functions and operations of the College. These include: Administrative Services, Academic Affairs, Student Affairs, Business and Finance, College Relations, Admissions and Financial Aid, and a variety of support services involved in planning and operations.

See page 12 for MWC Administrative Organizational Chart.

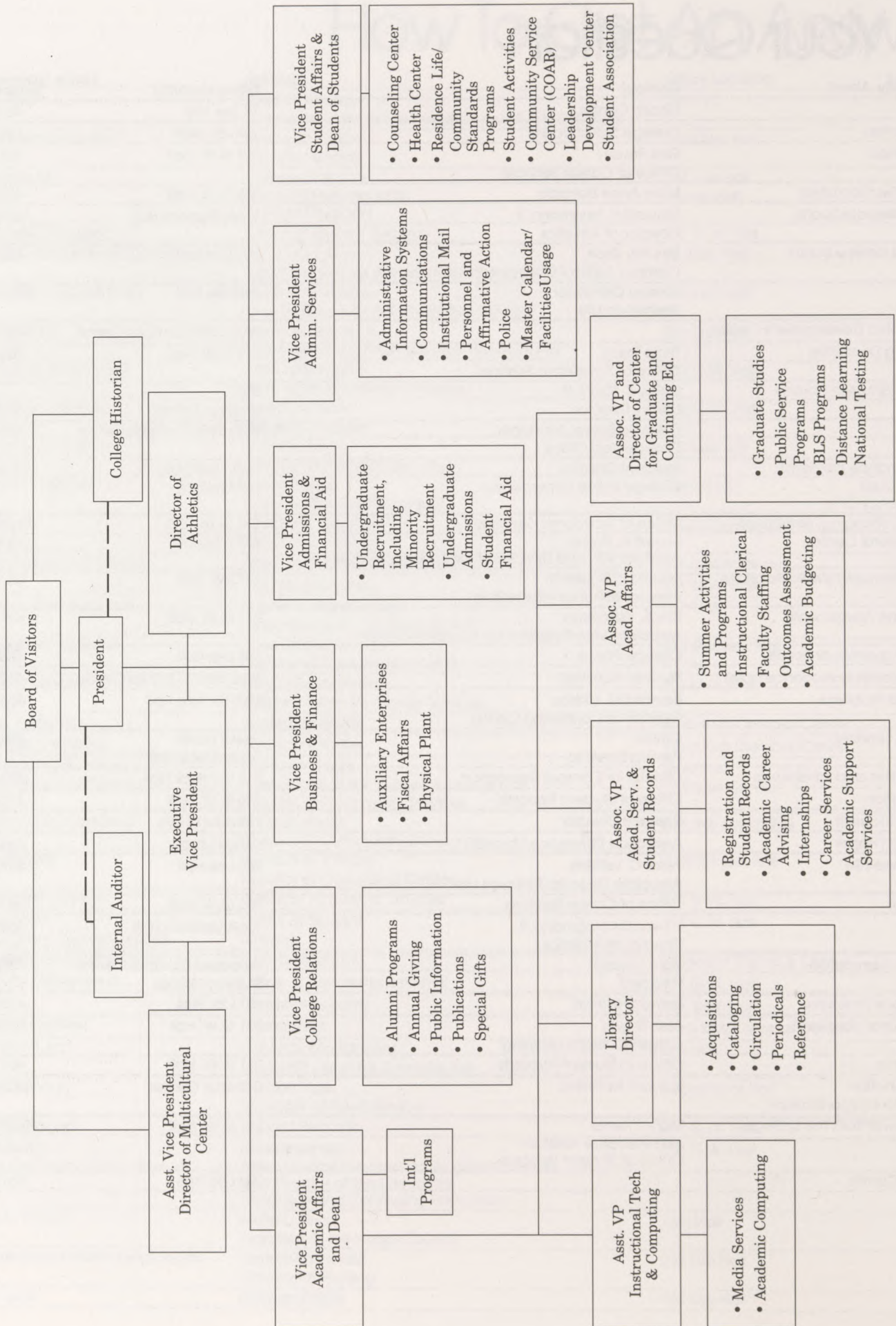
How To Get An Answer

Questions About	Contact	Office Location	Extension
AA/EEO	Shelli Wallis Short Special Assistant to the President and AA/EEO Officer	24 G.W.	4624
Academic Record	Nancy O. Carter Student Records	217 G.W. Hall	4691
Accidents	College Police or Ilma M. Overman, M.D. College Physician	104 Lee Hall 19 Lee Hall	4634 4606
Address Changes	Office of Student Records	217 G.W. Hall	4691
Administrative Hearing Board	H. Conrad Warlick Vice President for Administrative Services	15 G.W. Hall	4368
Administrative Services	H. Conrad Warlick Vice President for Administrative Services	15 G.W. Hall	4368
Admissions	Martin A. Wilder, Jr. Vice President for Admissions & Financial Aid	201 Lee Hall	4681
Advising (Academic)	Sallie Washington Director of Academic Advising	211 G.W. Hall	4694
Advising (Career)	Judy Cochrane Career Counselor	305 G.W. Hall	4626
Alcohol Education	Rhonda Angel Director of Alcohol Education	200 Lee Hall	4641
Alumni Programs	Cindy Snyder Director of Alumni Programs	Trench Hill	4645
Athletics	Edward H. Hegmann, II Director of Athletics	106A Goolrick Hall	4044
Audio Visual Equipment	Director of Audio Visual Center	105 Chandler Hall	4646
Bills	Student Accounts	111 G.W. Hall	4631
Campus Employment	Robert U. MacDonald Associate Dean for Financial Aid	Lee Hall	4684
Campus Recreation	Jean McClellan-Holt Director of Campus Recreation	215 Goolrick Hall	4514
Career Services	Renee Everingham Assistant Dean for Career Services	305 G.W. Hall	4626
Club Activities	Student Activities	Woodard Campus Center	4023
College Calendar	Student Activities	Woodard Campus Center	4023
Community Outreach and Resources Center	Kathleen Knight Assistant Dean for Student Activities and Director of Community Services	Woodard Campus Center	4821
Community Standards	Rhonda Angel Director of Community Standards	Lee Hall Room 200	4641
Counseling	Bernard M. Chirico Director of Counseling Center	100/101 Lee Hall	4361
Declaring a Major	Office of Academic Services	211 G.W. Hall	4694
Drop/Add and Other Course Changes	Office of Student Records	217 G.W. Hall	4691
Entertainment Committee	Co-Chairpersons	Woodard Campus Center	4517
Faculty Office Hours	Office of Academic Services	211 G.W. Hall	4694
Fees	Student Accounts	111 G.W. Hall	4631
Film Committee	Chairperson	Woodard Campus Center	4517
Financial Aid	Robert U. MacDonald Associate Dean for Financial Aid	Lee Hall	4684
Food Service	Gordon Inge Manager of Food Service	Seacobeck Hall	4676
Grade Reports	Student Records	217 G.W. Hall	4691
Graduate and Continuing Education	Meta Braymer Assistant Vice President for Academic Affairs and Director of the Center for Graduate and Continuing Education	314 G.W. Hall	4614
Honor System	Nellie L. King President of the Honor Council	Lee Hall	4619
Housing and Room Assignments	Tammy Ostrander Director of Housing	205 Lee Hall	4673
ID Cards	College Police	104 Lee Hall	4634

to Your Question

Questions About	Contact	Office Location	Extension
Illness	Health Center	19 Lee Hall	4606
Information	College Switchboard	104 Lee Hall	4100
Internships	Gail Rouse Office of Career Services	305 G.W. Hall	4044
Interviews/Recruiters	Mary Anne Burnside	305 G.W. Hall	4626
Intercollegiate Sports	Edward H. Hegmann, II Director of Athletics	106A Goolrick Hall	4044
Judicial Review Board	Timothy Brice Campus Judicial Chairperson	205 Lee Hall	4081
Keys	Tammy Ostrander Residence Life	205 Lee Hall	4673
Leadership Development Center		Woodard Campus Center	4822
Learning Disabilities	Tricia Tracy Office of Academic Services	211 G.W. Hall	4694
Library (Simpson Library)	LeRoy S. Strohl, III Library Director	200 Simpson Library	4594
Mail	Glenville Barker, Manager, College Post Office	Woodard Campus Center	4351
Maintenance Problems (after hours) Emergency Only	Resident Director College Police (Emergency)	Individual Halls 104 Lee Hall	4634
Majors (changing, declaring)	Office of Academic Services	211 G.W. Hall	4694
Multicultural Center	Forrest A. Parker Assistant V.P. and Director of the Multicultural Center	203 Lee Hall	4838
News Releases/Media Relations	Ronald E. Singleton Director of Public Information	11 G.W. Hall	4613
Outcome Assessments	Roy B. Weinstock Associate Vice President for Academic Affairs	211 G.W. Hall	4694
Parking (permits or tickets)	College Police	104 Lee Hall	4634
Parties (outside residence halls)	Student Activities	Woodard Campus Center	4023
Personal Problems	Bernard M. Chirico Director of Counseling Center	100/101 Lee Hall	4361
Printing Services	Office Printing Services	Lower Level Seacobeck Hall	4644
Recreation and Intramurals	Director of Campus Recreation	215 Goolrick Hall	4514
Registration	Office of Student Records	215 G.W. Hall	4691
Repair Requests	Resident Director	Individual Halls	
Research Paper	Assistance Reference Librarian	Office Library	4586
Residence Life	Peter C. Lefferts Associate Dean for Resident Life	205 Lee Hall	4673
Resumes	Office of Career Services	305 G.W. Hall	4626
Sports	Edward H. Hegmann, II Director of Athletics	106A Goolrick Hall	4044
Student Association	Liam Cleaver President	Woodard Campus Center Student Offices	4308
Telephone Problems	Brenda Hudnall	15 G.W. Hall	4368
Testing (standardized)	Alan Brown Office of Distant Learning	307 G.W. Hall	4705
Transcripts	Office of Student Records	217 G.W. Hall	4691
Transportation for Student Organizations	Student Activities	Campus Center	4023
Withdrawal from the College	Mary I. Kemp Administrative Assistant Office of Student Records	217 G.W. Hall	4691
Writing Center		204 Lee Hall	4615

Mary Washington College Organization Chart



College Services

Banking

There are no banking or check cashing services on campus, however, Dominion National Bank operates a 24 hour MOST Machine (ATM) in the Campus Center. In addition, there are a number of local bank branches within walking distance of the College. The Student Association Treasurer is responsible for handling a check cashing program, S.A. Express, during his/her office hours.

Black Faculty/Staff Association

Statement of Purpose

The Black Faculty/Staff Association of Mary Washington College is committed to support the College affirmative action activities as stated in the current affirmative action plan. The Association will promote equal employment and equal educational opportunities for black personnel and students.

In promoting the well-being of the black College community, the Association will:

- Promote the recruitment and retention of black students
- Advise the President on policy matters of importance to black personnel and students
- Act as a lobbying body and as a conduit for activities of Mary Washington College on issues which concern and affect black personnel, students, and the black community
- Serve as a support network and fellowship for black personnel and students
- Participate in the national network of black faculty/staff associations, i.e., conferences, meetings, workshops
- Serve as a clearinghouse for information of interest and concern to black personnel and students.

Bookstore

The College Bookstore, in Lee Hall, sells textbooks used in the academic program. It also carries related instructional supplies, office supplies, personal items, gifts, greeting cards, jewelry, etc. The Bookstore sells film and provides a "24 hour" film developing service. A large department is devoted to "trade" books, including current novels, classics, and recommended outside reading.

Calendar

A calendar of events, "This Week," is published weekly during the fall and spring semesters. It contains events for the week following its publication and also lists brief announcements of concern to students, faculty, and employees of the College. Announcements and activities of recognized student organizations will be included, but it is the responsibility of the organization to submit the information either to the Student Activities Office, Campus Center by 5:00 p.m. on Monday, or to the Office of Printing Services, Lower Level, Seacobeck Hall, by 5 p.m. on Tuesday for publication in the following Friday's "This Week." "This Week" is distributed in a prominent location in each academic building. It is also distributed to all residence halls so that students can get "This Week" at the front desk in each residence hall. **Students are responsible for reading "This Week" to be informed of official announcements, important information, and events on the campus.**

Campus Center (Woodard Campus Center)

The Woodard Campus Center is both a central gathering place for students and a versatile facility for organized activities. Student mailboxes, the Eagles Nest, Lounges, and the Commuting Students' lockers all generate a constant flow of students through the Center. Offices for student organizations—including the Student Association, Class Council, and the Board of Publications—are located in the Center. Musicians, comedians, and other entertainers perform in both the Eagles Nest's "intimate setting," and at dances/parties in the Great Hall.

The Office of Student Activities is located in the Woodard Campus Center, Ext. 4023. Student organizations use this office to reserve College facilities and arrange logistics for activities. See page 31 for more information on policies and procedures concerning activities in the Woodard Campus Center.

Career Services

The Office of Career Services coordinates a comprehensive program of workshops and activities designed to assist students as they choose their majors, develop their career plans, and seek employment. Included in these programs are:

- Individual career counseling
- Career Development Workshops
- Computer-assisted career advising programs: SIGI PLUS and Virginia VIEW
- Career Resource Center:
 - occupational information
 - Informational Interview Notebook which lists alumni, by career field, who are willing to discuss their occupations
 - resources for job search assistance, i.e., resume and cover letter writing; interviewing strategies
 - Perfect Resume, a computer program for preparing one's resume
 - company literature
 - federal government information
 - graduate school information including financial assistance
 - geographic directories of various employers
- Academic Internship Program: a graded, credit-bearing work program for Juniors and Seniors
- Workshops such as "Resume Writing," "Interviewing Skills," and "Job Search Strategies"
- Videotaped mock interviews and resume critiques
- Job interviews on campus with representatives from business, government, and education
- Credential file service
- Job vacancy listings: full-time, part-time and summer positions
- Informational Career Day with representatives from business, government, education, and the non-profit sector
- Occupational Fair where alumni are available to answer questions about their career fields.

Change of Address

A student must report a change of address immediately so that the College can notify proper persons in cases of emergency, and correctly mail grade reports, billings, and other correspondence.

A change in address occurring **before the beginning of the academic session** should be reported to the Vice President for Admissions and Financial Aid, Lee Hall.

A change in address, used by a student (P.O. Box, Local Residential, Permanent Home Address, Billing Address) which occurs **after the beginning of the academic session** should be reported to the Office of Student Records, Room 217, George Washington Hall.

A change in the billing address should be reported to the Office of Student Accounts, Room 111, George Washington Hall.

College Police

The primary function of the Office of College Police is to protect students and College facilities, to enforce College rules and regulations, and to aid in promoting safety and order on campus. The officers comprising the force have powers of arrest both on and off the campus for any violation

of the Code of the Commonwealth of Virginia and to charge students for violation of College regulations. The office is located in Room 104, Lee Hall, and has personnel on duty 24 hours daily. The office can be contacted by telephone by dialing Ext. 4634. The office can be contacted for non-emergency matters by calling Ext. 4634. Special "Emergency Telephones" are located in all College elevators, inside the academic buildings, and at various outside locations on the campus. To call for assistance on one of these special telephones, simply lift the receiver and wait for the police office to answer (unless otherwise indicated on the telephone). **IN CASE OF AN EMERGENCY ON CAMPUS DIAL EXT. 333 ON ANY COLLEGE TELEPHONE EXTENSION TO REACH THE OFFICE OF COLLEGE POLICE.**

Community Outreach and Resources (COAR)

Mission and Purpose: COAR is a diverse group of students serving community needs through an active exchange of service and learning, while continually striving to find solutions to problems that challenge the community. COAR is a student-run organization comprised of a student council that plans and executes on-going and one time service projects that address a variety of community needs. Each council member works with a committee of students who assist in the work of the council member. COAR student leaders work with volunteers from the campus who wish to get involved in making a difference in their community.

The COAR Student Council: The council is made up of the following positions: Student Coordinator, Secretary/Treasurer, Publicity Coordinator, Recognition Coordinator, Research and Development Coordinator, Photography Coordinator, Reflection Coordinator, Recess Coordinator, Hunger and Homelessness Project Coordinator, Tutoring Project Coordinator.

Individual Volunteer Placements

In addition to the service coordinated by the COAR council and committees, the COAR Center has an extensive listing of various community volunteer needs in the following areas: youth, elderly, environmental, legal/advocacy, mentally/physically challenged, administrative/public relations, counseling, and recreation. Students, faculty and staff are encouraged to visit the COAR Center and select a volunteer position in the community that meets both the volunteer's interests and needs and the community's needs.

COAR will coordinate a week long service activity each year during spring break. COAR also works closely with the Mary Washington Campus Chapter of Habitat for Humanity. Habitat is an international organization that makes housing affordable to low-income families by building new homes or renovating old ones and making available to qualified families an interest-free mortgage. Students in the Campus Chapter of Habitat assist local Habitat chapters in construction projects and fundraising for building materials. If you have an interest in community involvement and/or student leadership, stop by the COAR Center, located on the first floor of the Campus Center, or call ext. 4821.

Commuting Student Lockers and Severe Weather Accommodations

Lockers are available, free of charge, in the Woodard Campus Center for commuting students. Students may request locker assignments in the Office of Student Activities. Priority is given to full-time degree seeking students.

In the event of severe winter weather, commuting students may contact the Office of Residence Life, or the Custis Hall or Madison Hall resident director to arrange for temporary overnight housing accommodations.

Counseling Center

The College maintains a Counseling Center staffed by professionally trained counselors interested in assisting students with their

personal growth and development. It is normal to experience some adjustment problems, especially during the college years when many changes are occurring in terms of both outer situations and inner feelings. Whether you are experiencing a specific difficulty such as test anxiety, a relationship problem, or family pressures, or just have a need to talk about general feelings of uneasiness or confusion, the staff of the Counseling Center is there to assist you.

Counseling services are available to all full-time MWC students without fee. (Please note that if a student is not enrolled full-time, we will still meet with them to make a referral to community resources). All consultation and counseling is confidential in nature in accord with usual legal and ethical guidelines. Appointments can be made by stopping by the Counseling Center on the first floor of Lee Hall or by calling 899-4361. A stress management program and a self-help tape library are available for use by students and do not require making an appointment with a counselor. In addition, groups and workshops are offered each semester for interested students.

Employment

The College offers many opportunities for part-time employment. Positions, that include those in the Library, residence halls, Dining Hall, The Underground, and faculty offices, pay approximately \$765 to \$2000 for the nine-month session depending upon job responsibility and the number of hours actually worked.

Inquiries about campus employment should be addressed to the Office of Admissions and Financial Aid, Lee Hall, Fredericksburg, Virginia 22401.

Escort Service

An after dark student-operated escort service is provided upon request to students who wish to be transported from buildings or parking areas to their residence halls. Escorts are available to the Amtrak and bus stations upon request. Mobility impaired persons may also request transportation assistance. A student wishing this service should call extension 4060 or stop by the College Police Office. After 1:00 a.m. or when the service is inoperative, call extension 4634 or stop by the Office of College Police for service.

If possible, do not use an outside telephone to call for an escort as you may need to wait for a number of minutes before the escort arrives. Should you need to use an outside phone, stay in your locked auto or in a well lighted area for the escort to arrive. Calling in advance of your arrival is the best procedure.

Financial Assistance

The College offers many opportunities for student financial aid: scholarships and grants, loans, and student employment. Students wishing to be considered for student financial aid must file the Financial Aid Form (FAF) by an announced deadline in the spring.

The College also has some limited funds available for short term loans to students who can demonstrate an emergency need for funds. Although student financial aid awards are normally made in late spring or early summer for the coming academic session, any student whose financial situation changes dramatically for unexpected reasons should always feel free to contact the Office of Admissions and Financial Aid to see if some assistance might be available.

Food Services

All residential students pay for complete meal service three meals a day, seven days a week. Commuting students may pay the full semester charge and receive meal privileges. Also available to commuting students is a five-lunch per week program at a reduced rate. Information for both of these meal plans can be obtained in the Office of Student Accounts. Meals are served in Seacobeck Hall.

Dining Hall

The following rules govern the use of the Dining Hall:

1. Improper use of an identification (ID) card in the Dining Hall, i.e. transferring, loaning, or using another person's ID card is a violation of the Honor Code.

2. An MWC ID card must be presented for admission to the Dining Hall. Each student must have an ID card. If an ID card is lost temporarily or forgotten, report card lost to the College Police Office.
3. Food served in the Dining Hall is to be consumed in the dining area. No food that requires secondary containers (plates, cups, bowls, and glasses) to be transported is permitted out of the Dining Hall. No utensils, serving dishes, or any other equipment may be removed from Seacobeck without permission of the management.
4. Seconds will be permitted except on premium meals. Reasonable amounts of food will be determined by the host/hostess on duty at that particular time.
5. Shoes and shirts must be worn at all times.
6. Seacobeck will be opened **ONLY** during eating hours. The Dining Hall will close 1/2 hour after the last serving line closes. At this time, all students will be expected to leave. No studying or loitering will be permitted.
7. No guest will be permitted to eat unless proper payment has been made or a meal ticket has been presented. Abuse of guest privileges will result in immediate disciplinary action.
8. Malicious mischief and destructive conduct may result in the loss of Dining Hall privileges. Food throwing and other such behavior are representative of improper conduct (i.e. food fights; pyramid) and will result in immediate administrative disciplinary action.

Dining Hall—Presidential Advisory Committee

The Presidential Dining Hall Advisory Committee was initiated by and is advisory to the President of the College to promote the maintenance of a high quality college food service and dining facility.

The Committee is comprised of two students from each class, Student Manager of the Food Service, one student dining hall employee, SA Legislative Action Committee Chairperson, the Dean of Students, the Vice President of Business and Finance, the Food Service Director, and one Resident Director.

Student appointments are recommended by the Student Association President to the President of the College who makes the final appointments.

Meal Reimbursement for Internships & Student Teachers

Residential students participating in internship or student teaching programs may receive reimbursement for the meals they must miss. The necessary forms can be obtained from the director of the program and must be submitted to the Office of Student Accounts prior to the commencement of the program in order to receive credit.

Hours of Seacobeck Dining Hall

Monday-Friday

Breakfast	7:15 a.m.-9:30 a.m.
Late (Continental Breakfast)	9:30 a.m.-10:30 a.m.
Hot Lunch	10:30 a.m.-1:00 p.m.
Salad, Sandwich and Soup	1:00 p.m.-4:30 p.m.
Dinner	4:30 p.m.-7:00 p.m.
Friday Dinner	4:30 p.m.-6:30 p.m.

Saturday

Breakfast	8:00 a.m.-9:00 a.m.
Late Breakfast	9:00 a.m.-10:00 a.m.
Lunch	11:30 a.m.-1:30 p.m.
Dinner	4:30 p.m.-6:00 p.m.

Sunday

Continental Breakfast	8:00 a.m.-9:00 a.m.
Brunch	10:30 a.m.-1:30 p.m.
Dinner	4:30 p.m.-6:00 p.m.

A valid ID card must be presented for admittance at meal time. Residential students may bring guests to the dining

hall and may pay cash for the guest's meal upon entering the cafeteria.

Meal Prices for Guests

Breakfast \$3.00

Lunch \$3.75

Dinner (including mid-day Sunday) \$5.50

Hours of The Eagles Nest

Monday-Friday 9:00 a.m.-11:45 p.m.

Saturday 6:00 p.m.-11:45 p.m.

Sunday 6:30 p.m.-10:45 p.m.

The Eagles Nest, consisting of a snack bar and a short-order grill, is located in the Campus Center. The Eagles Nest is open to all members of the College community and their guests.

Snack foods and soft drinks are available from vending machines in residence halls and most academic buildings.

Health Center

The Health Center, located in Lee Hall, provides emergency and diagnostic service and treats minor medical and surgical problems of residential students. Prolonged treatment, involved tests for complex symptoms, specialty services, and routine physical examinations are referred to the family physician at home or to appropriate specialists in Fredericksburg. Birth control services are available in the Health Center. These include group and individual counseling, a regularly scheduled clinics at the Local Public Health Department for those who desire prescription methods of contraception, and over-the-counter methods of contraception available on a cash basis. Prescriptions for birth control pills from private doctors can be filled through the Health Center. Pregnancy tests are done at the Health Center for a small fee.

Provisions are made for students to be seen and examined by a physician Monday through Friday. Hours are 9:30 a.m. to 11:30 a.m. and 1:00 p.m. to 2:30 p.m. except Tuesdays and Fridays. Tuesday hours are 1:00 p.m. to 3:00 p.m. and 6:30 p.m. to 8:00 p.m. Friday hours are 1:00 p.m. to 3:00 p.m. There is always a physician available on 24 hour call for emergencies seven days a week. Nurses are on duty 24 hours daily while the College is in session.

Arrangements for routine, emergency, or specialized dental care by local dentists, orthodontists or dental surgeons can be made through the Center.

Any medicines prescribed by the College Physician are provided by a local pharmacy under contract to the College and parents/guardians are billed for these unless other arrangements are made. If medications are prescribed by a private physician for a student, they can also be filled through the Health Center.

Admission to the Health Center at any time of the day or night may be recommended by the College Physician, Health Center nursing staff, Counseling Center staff, Dean of Students or by student request. Any student with a fever of 100.4 or above, or felt to be a health risk to other students will be admitted to the Health Center. If a student refuses admission to the Health Center after it has been determined that such admission is necessary for his/her well-being or the safety of other students, the Dean of Students will be called and will notify the student's parents/guardians or person paying the bill. Any student suffering an extended or serious illness and living within a reasonable distance from the College may be sent home with his/her parents or guardians for recuperation.

Due to limited facilities and for the safety and comfort of other patients, students confined as bed patients **MAY NOT BE VISITED BY OTHER STUDENTS**; however, phone calls on the student phone (Ext. 4486) may be received and notes, books, packages, etc. will be delivered.

A student confined as a bed patient in the Health Center may not take final examinations there.

Full-time commuting students may obtain Health Center privileges by paying a fee each semester through the Student Accounts Office. The fee covers routine and emergency outpatient care as well as in patient care if admitted as a bed patient.

All incoming residential students and those full-time commuting students who apply for Health Center privileges must have on file in the Health Center a form reporting the results of a recent physical examination (which must have been performed within five months prior to the first semester of enrollment and must include a complete immunization history). Once received, these records are considered confidential and are available only to the medical staff. If the medical health form has not been completed and received by the Health Center by the published date, the student will not be permitted to register for classes or check into the residence hall. Commuting students who do not desire Health Center privileges must still have an immunization history on file at the Health Center in order to be able to register for classes. After 11:00 p.m., the Health Center is locked, and a student must call before coming to the door. If the nurse is not at the door upon the student's arrival, there is a lighted doorbell to ring. **IF TRANSPORTATION IS NEEDED TO THE HEALTH CENTER, THE NURSE ON DUTY MUST BE CALLED (EXT. 4606). NURSES WILL MAKE THE NECESSARY ARRANGEMENTS FOR POLICE TO ESCORT STUDENTS FROM THE HALL TO THE HEALTH CENTER DOOR.**

Health Insurance

To be protected from financial loss caused by an accident or sickness, all students must belong to a health insurance program.

Each student is required to be covered under their family policy, an individual policy, or the student insurance program. The student insurance program is available through the Business & Finance Office, Extension 4637.

Library

The Library's collections of books and periodicals are an important academic resource for students, faculty and staff of the College. Services provided by the Simpson Library staff to enhance students' appreciation of the collections are described in the handbook, Mary Washington College Simpson Library, issued each semester.

Library policies are on page 18.

Lost and Found

The Lost and Found Service is administered by the College Police, 104 Lee Hall. Students are urged to mark all belongings for ease in identification. All items found anywhere on campus should be turned in to the College Police between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Lost items will be held for 120 days and then discarded, given to appropriate charities, sold at auction or, if requested, the original finder may claim the item. Anyone losing an item may use "This Week" to advertise the lost items. Such notices should be submitted in writing to the Office of Printing Services (Lower Level, Seacobeck Hall).

Multicultural Center

The Office of Multicultural Center established in 1990, assists students, faculty and the College staff in the development and implementation of programs and supportive services for students of color. This office coordinates activities and services for minority students with other campus offices and staff members. Students of color receive initial intake and advising services, and later are referred to the appropriate campus resources for further assistance.

The Black Student Association, Asian Student Association,

Hispanic Student Association, Voices of Praise, Women of Color, and Council of Students of Color Leaders receive program assistance from this office. Black History Month events and Martin Luther King Holiday observance, are also the responsibility of this office. The Assistant Vice President and Director of the Multicultural Center may be contacted in Lee Hall, Room 203 Extension 4838.

Recreational Facilities: Goolrick Hall, Tennis Courts and Playing Fields

The recreational facilities of Goolrick Hall, the tennis courts, and track are available for use at scheduled times by full time undergraduate students, full time faculty members, and employees when they are not in use for instructional or organized purposes. Goolrick Hall has an indoor swimming pool, a main and auxiliary gymnasium, a weight lifting room, and a handball/racquetball court. The times available vary, but, in general, recreational use is from 5:30 p.m. to 9:30 p.m. Monday through Friday and from 10 a.m. to 5 p.m. on Saturday and 1 p.m. to 5 p.m. Sunday. The pool is open for lap swimming 12:30 p.m. to 1:30 p.m. on Sunday and for recreational swimming 7 p.m. to 9 p.m., Monday through Friday and 1 p.m. to 5 p.m., Saturday and Sunday.

Student/Faculty Dining Plan

Students have the privilege of inviting faculty members to be their guests at the College dining hall. Student hosts or hostesses must sign up 24 hours in advance in the Office of the Associate Dean for Student Activities and pick up the ticket for which there is no charge.

Telephone Service

The telephone number of the College is (703) 899-4100. Each residential student will be given the number of the hall telephone nearest his or her room. Pay telephones are located on most floors of the residence halls, and these may be used by students for long-distance calls. Only prepaid calls may be received through the hall telephones.

The telephones in the residence hall offices are for official use and are not to be used by students. Hall telephone extensions and pay telephones are to be shared by everyone and specific regulations for sharing may be established by the students of each hall. Any problems with telephone equipment or service should be reported to the Resident Director or Resident Assistant. Willard Hall, Westmoreland Hall, and the small houses are the only residence halls equipped for the installation of personal telephones. Students who wish to have private lines must contact directly C&P Telephone Company.

A Faculty-Staff Directory containing the home and office telephone numbers of College faculty and staff personnel is distributed in the fall to each front desk and hall telephone. If a number is not listed or cannot be found, students may call 4100 for telephone information. To receive a replacement directory, students should inquire in Room 15 of George Washington Hall.

Identification Cards

Each student is provided an identification card and is required to present it for admission to the Dining Hall, Goolrick Gym, Tennis Courts, and College-sponsored events. The ID card is revalidated electronically each semester for the student who is attending the College. The card is the property of the College and is not transferable; nor can it be loaned. Falsification or loaning an ID card is an Honor Code offense. Report lost ID card to College Police Office. A charge of \$5.00 is made to replace a lost card. A charge of \$1.00 is made to replace a damaged card. Temporary ID cards are

Hours Campus Buildings are Operational

FACILITY	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Academic: Classroom Bldgs.	7:30 a.m.- 10 p.m.	7:30 a.m.- 10 p.m.	7:30 a.m.- 10 p.m.	7:30 a.m.- 10 p.m.	7:30 a.m.- 10 p.m.	for scheduled classes*	Closed
*Some classroom buildings are open for special use on weekends. Departments scheduling these buildings will provide procedures for their use.							
Goolrick	8 a.m.- 10 p.m.	8 a.m.- 10 p.m.	8 a.m.- 10 p.m.	8 a.m.- 10 p.m.	8 a.m.- 10 p.m.	10 a.m.- 5 p.m.	1 p.m.- 5 p.m.
All times are in effect only when rooms are not scheduled in use. Building hours subject to change during special events.							
Library	8 a.m.- 11 p.m.	8 a.m.- 11 p.m.	8 a.m.- 11 p.m.	8 a.m.- 11 p.m.	8 a.m.- 9 p.m.	9 a.m.- 5 p.m.	1 p.m.- 11 p.m.
Administrative: George Washington Hall Offices	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	only by appointment	only by appointment
Lee Hall Offices	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	only by appointment	only by appointment
Physical Plant	8 a.m.- 4:30 p.m.	8 a.m.- 4:30 p.m.	8 a.m.- 4:30 p.m.	8 a.m.- 4:30 p.m.	8 a.m.- 4:30 p.m.	Closed	Closed
Student Services Bookstore	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	Closed	Closed
Extended hours are maintained during fall and spring rush periods.							
Campus Center	8 a.m.- Midnight	8 a.m.- Midnight	8 a.m.- Midnight	8 a.m.- Midnight	8 a.m.- 1 a.m.	Noon 1 a.m.	Noon 1 a.m.
Counseling Center	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	only by appointment	Closed
Eagles Nest	7 a.m.- *11 p.m.	7 a.m.- *11 p.m.	7 a.m.- *11 p.m.	7 a.m.- *11 p.m.	7 a.m.- *11 p.m.	7 p.m.- *11 p.m.	7 a.m.- *11 p.m.
Health Center	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	Closed	Closed
*After 11 p.m., the door is locked and a student must call before coming to the door.							
Meeting Rooms Campus Center	Scheduled Through Office of Student Activities						
Post Office	9 a.m.- 4 p.m.	9 a.m.- 4 p.m.	9 a.m.- 4 p.m.	9 a.m.- 4 p.m.	9 a.m.- 4 p.m.	8 a.m.- 11 a.m.	Closed
Box Office	9 a.m.- 8 p.m.	9 a.m.- 8 p.m.	9 a.m.- 8 p.m.	9 a.m.- 8 p.m.	9 a.m.- 8 p.m.	9 a.m.- 8 p.m.	Closed
Residence Halls Seacobeck Dining Rooms	See section on "Visitation" in MWC Judicial System See section on Food Services.						
The Underground	Closed	Closed	8:30 p.m.- 11:45 p.m.	Closed	9 p.m.- 1 a.m.	9 p.m.- 1 a.m.	Closed
Other hours to be determined.							

available at the Office of Campus Police 24 hours a day every day. These cards must be used as identification at the library and Goolrick Gym and validated by Food Service for use in the dining hall. These cards expire 7 days after issuance and are free. If your card is lost or damaged, you will be charged only for the permanent replacement. A student who withdraws must surrender his/her card during the check-out process to the Office of Academic Services.

Simpson Library

General Information

The library is an important academic resource. The collection is made up of books, periodicals, federal and state documents, and the College's archives. The shared nature of the library's collections encourages the responsible exercise of library privileges by all of our patrons.

Circulation

The student ID card is used to check material out of the library. A lost ID card should be reported to the library immediately, as each student is responsible for all items checked out on his or her ID card.

Materials are loaned for 35 days, and may be renewed once if no other reader has placed a hold on them. Materials must be brought to the library to be renewed.

There is a fine of \$.25 per day on all overdue material to a maximum of \$10.00 per item. The fine ceases to accumulate when the item is returned, whether the fine is paid then or later.

Reserve Materials

Materials on reserve are available from the reserve area at the circulation desk. The student ID card is required to check out materials. Fines for overdue reserve materials are \$1.00 per hour per item.

Copier Services

The library provides coin-operated reader-printers for microforms, and photocopiers for paper items. The cost for the photocopiers and reader-printers' cost is 10 cents per page. The reader-printers take dimes only. There is a change machine in the library; however, readers doing extensive research are advised to bring dimes.

Study Space

The library provides upward of 250 study carrels for individual study and reading. Six small rooms for group study are available on a first-come, first-served basis. Reading desks are provided throughout the reference area for the use of reference sources.

Instructional Services

The library faculty offer a variety of instructional assistance to help students make the most effective use of the library's extensive resources, including bibliographic instruction for classes. Reference desk assistance is offered during many of the hours the library is open. Useful handouts have been prepared to assist students in their research.

Interlibrary Loan

Interlibrary loan services are available to students engaged in research projects which cannot be supported by the resources owned by the library. Allow at least three weeks for receipt of materials requested on interlibrary loan.

Prohibitions

To keep the library clean, tobacco products, food, and drink are not allowed in the building. The library has a

detection system installed to deter theft of library materials. This system will not damage audio cassettes and floppy disks. The theft, attempted theft, or mutilation of library materials is an Honor Code offense and an infraction of the Virginia Code.

Mail

Mail for students is delivered Monday through Saturday to assigned boxes in the Post Office located in the Woodard Campus Center. Student mail is not posted on Sundays. All degree-seeking undergraduate students at the College—those who live in college housing as well as those who commute—are assigned a post office box in the Woodard Campus Center, and each student will maintain this mailbox throughout the time of enrollment. It is the responsibility of each student to check this box regularly to receive mail. A sample mailing address is as follows: Joe Smith Mary Washington College Box A-107, 1701 College Avenue Fredericksburg, VA 22401-4666 Note: It is vitally important for each address to contain the box number, the street address (1701 College Avenue) and the ZIP Plus 4 (22401-4666) in order to expedite the receipt of mail.

Students may purchase stamps and send mail from the campus Post Office Monday through Friday at the posted hours. A branch of the U.S. Postal Service is located adjacent to the campus in the shopping center at the north end of campus.

College Procedures

Campus Closing For Inclement Weather

If winter weather conditions dictate the closing of school, the decision to close will be announced as soon as possible. Notice will be given to the following radio and television stations:

Fredericksburg—Radio: WFLS, 1350-AM; 93.3-FM; WFVA, 1230-AM; WBQB, 101.5-FM; WJYJ, 90.5-FM; WMWC, 540-On Campus

Television: Prestige Cable CV3-Channel 3

Richmond—Radio: WRVA, 1140-AM

Northern Virginia—Radio: WAVA, 105-FM

Students living outside the Fredericksburg area, who have difficulty receiving one of these stations may contact the College Police Office 24-hours a day at (703) 899-4100. Calls to the College Police Office are restricted to non-Fredericksburg area students because of limited incoming phone lines.

During 8:00 a.m. to 5:00 p.m. office hours, calls may be made to the Office of Public Information at (703) 899-4613.

Parking Regulations and Automobile Registration

The operation and parking of a motor vehicle on the campus and environs is a privilege granted by Mary Washington College. The administrative regulation of faculty, staff and student parking is necessary to provide the least inconvenience to not only the members of the College community but to the residents who live in the immediate vicinity of the campus.

The College assumes no liability for the care or protection of any vehicle or its contents. A person operating a vehicle on the campus assumes full responsibility for observing College regulations and the laws of the City of Fredericksburg and the Commonwealth of Virginia. Enforcement of these parking regulations is the primary responsibility of the Office of College Police; however, City and State Police do have

legal jurisdiction. **Definition.** A vehicle includes any motor-powered automobile, truck, van, motorcycle or scooter. **Parking** includes spaces in any lots or streets perpendicular and parallel to the College.

The College reserves the right to change any or all of these regulations as necessary and upon advance written notification to those individuals affected.

Complete requirements are shown in the current Motor Vehicle Policy and Regulations obtainable in the Office of College Police. Note: Every member of the College community is responsible for knowing and observing the traffic and parking regulations.

General Vehicle Registration Requirements

1. All student vehicles operated in the Fredericksburg area must be registered with the Office of College Police. A student must register his or her own vehicle. The vehicle cannot be registered in the name of another student or by another student. The registration sticker and color strip must be prominently displayed on the left rear bumper. The Office of College Police will indicate a location to display the decal for motorcycles or other vehicles without rear bumpers. Parking decals are renewable annually without cost.
2. Registration of a student vehicle should be completed within 48 hours of bringing it to the campus the first time. Unregistered vehicles are subject to towing.
3. All regulations apply equally to faculty, staff and students unless otherwise specified. Vehicle registration forms, decals and violation notices are official documents of the College.
4. The person in whose name a vehicle is registered will be held responsible for any violation of these regulations. Extreme caution should be exercised in lending a vehicle.
5. The College reserves the right to withdraw parking privileges if it is in the best interests of the student or the College.
6. Each day a vehicle is in violation of a College regulation constitutes a separate offense.
7. Unregistered vehicles parked on campus between 2:00 a.m. and 8:00 a.m. will be towed.
8. A student with a guest staying on campus overnight between the hours of 2:00 a.m. and 8:00 a.m. must report the license number and description of the vehicle to the Office of College Police. Any violation of this regulation may be charged to the student with whom the guest is staying, and the vehicle may be towed.
9. Handicapped and students with injuries should obtain special permission to park at locations more convenient to classes, work, residence halls, etc.

Specific Requirements for Vehicle Registration

1. Any student operator under age 18 must have on file, as a requirement of registration, a signed statement from the owner of the vehicle indicating knowledge and understanding of the regulations and granting the registrant permission to operate a motor vehicle at Mary Washington College and in the Fredericksburg area.
2. At the time of registration, each applicant must present a current driver's license; current state registration (proof of ownership); license number; and description of vehicle (make, body, style, color, etc.).
3. If more than one vehicle is to be used on campus, all such vehicles must be registered.
4. Only the owner or authorized operator may register a vehicle.
5. The decal must correspond at all times and under all conditions with the vehicle and license plate for which it is issued. Decals are not transferable and must be removed under the following conditions:
 - (a) Change of vehicle ownership
 - (b) Termination of association with Mary Washington College
 - (c) Termination of period for which issued (decals of previous years are not to be displayed)
 - (d) Change of status or eligibility for car privileges
6. Registration will be attested to by the appropriate display of the current decal. **THE DECAL SHALL BE DISPLAYED AS LONG AS THE VEHICLE IS USED DURING THE TERM FOR WHICH IT IS ISSUED.** Loss or defacement of a decal must be reported immediately.

Penalties, Enforcement, Appeal

1. Enforcement of all traffic rules and regulations is the general responsibility of the College Police.
2. A violation ticket shall not be discussed with the police officer who writes it except for clarification of the charge. The police officer has no authority to settle a ticket which has been issued.
3. Moving violations, such as speeding, reckless driving or failure to stop at a stop sign, will be referred by summons to the courts of legal action.
4. Fines, payable to the College at the Office of College Police, will be assessed for breach of campus regulations.
5. Student receiving 10 parking violations within one school year will have their vehicles towed for each additional on-campus violation for the remainder of the school year. Additional violations over 10 per year are subject also to other administrative disciplinary actions.
6. Appropriate disciplinary action will be determined by the Office of the Vice President for Administrative Services, George Washington Hall. Penalties will range from the loss of driving privileges for a minimum of thirty (30) days or a suspension from the College for a just cause.
7. Students with unpaid traffic tickets jeopardize their chance for continuation or readmission, and no transcript will be issued by the College until all indebtedness is paid.
8. Appeals of violations of vehicle regulations will be heard. Anyone wishing to appeal a ticket MUST fill out an appeal form within seven working days after the citation has been issued. These forms may be picked up at the Office of College Police, completed and returned to the Office of the Vice President for Administrative Services. A student may schedule an appointment for the hearing. It should be noted that appeals will be heard only on the issue of whether or not the cited regulation was, in fact, violated. It is no excuse that one "thought it was no violation" or "did not mean to" or "saw other vehicles" in the same situation. Decisions resulting from hearings are final.

Nighttime Procedure for Students Parking at the Battle-ground, Tennis Courts, and Hanover Street

After dark escort service is provided, upon request, to students who wish to be transported back to the campus after parking in one of the areas noted above. The student wishing this service should call before arriving or use the phone at the lot but remain in one's **locked** car for Escort. If there is an emergency once at the area, use the telephone in the lighted parking lot to contact the Police. **IN CASE OF EMERGENCY ON CAMPUS DIAL 333, OFFICE OF COLLEGE POLICE.**

Payment of Accounts

Full payment of fees and tuition must be received by the published due dates. If fees are not paid, the student will not be permitted to register for classes, attend classes, check into the residence halls, or eat in the dining hall. If fees are paid after the deadline, a late payment fee will be charged.

At the end of a semester, a student with an account balance for library fines, lost books, room damages, or other miscellaneous charges will not receive grades or transcripts until the account is paid in full. Seniors whose accounts are not paid will not be permitted to participate in Commencement exercises.

It is the responsibility of the student to contact the Office of Student Accounts if a bill has not been received within one week of the beginning of classes.

Any charge incurred in collecting a delinquent account will be added to the account. This applies, but is not limited, to charges by an attorney or a collection agency.

Bad Check Charge

A \$20.00 charge will be assessed against any member of the College community for any check presented to any office or element of the College, which is returned marked "not paid due to insufficient funds."

Racial and Sexual Harassment Policy

Mary Washington College prohibits racial and sexual harassment in any form. This section states (1) the College's policy on this vital matter, (2) the means of redress available to victims of harassment, and (3) the disciplinary actions that may apply in the event of harassment. All members of the college community should be sensitive to the issue of harassment in their lives and conduct.

The U.S. Department of Education Title IX regulation requires institutions to adopt and publish grievance procedures that provide for the prompt and equitable resolution of sex discrimination complaints. These procedures are available to students, faculty members and classified employees in their appropriate handbooks. This policy is consistent with those requirements.

Principle

At Mary Washington College the integrity of the educational process and the mutual respect of all members of the college community are of the utmost importance. The goal of the College is to help all students achieve academic success in an environment that nurtures, encourages growth, and develops a sensitivity and appreciation for all people. Any activity or conduct that detracts from this goal—such as racial or sexual harassment—is inconsistent with the purposes of the college community. Unfortunately, the increase in incidents of racial and sexual harassment on college campuses throughout the nation suggests that enlightenment alone does not eliminate such activities. Consequently, a more assertive posture must be assumed. To this end the College has adopted a policy governing racial and sexual harassment that applies to all members of the Mary Washington College community.

Harassment and discrimination are not mutually exclusive. Discrimination, which is the practice of denying access and equal opportunity on the basis of race or sex, is devastating; harassment, however, can be just as devastating. Victims of harassment feel unwelcome and unprotected, suffer a loss of self-esteem, and have their sense of personal security and dignity undermined.

At Mary Washington College, victims of harassment can gain redress both through regulations governing disorderly and obscene conduct and through the procedures of this harassment policy. While making no attempt to change all of society, the college does intend to maintain a campus atmosphere free of intolerance and demeaning behavior. Through this policy, the college seeks to provide and promote an environment where racial, ethnic, and gender diversity complement the academic and social purposes of the institution. Any person accepting admission or employment at Mary Washington College must understand that the college allows no form of racial or sexual harassment.

Statement of Policy

- Members of the Mary Washington College community are entitled to a campus free of racial and sexual harassment.
- During the time that a faculty member or supervisor has direct authority over a student or employee, consenting romantic and sexual relationships, while not expressly forbidden, are considered unwise and unprofessional.
- All reported cases of harassment will be reviewed frankly and honestly in an attempt to resolve complaints. To insure fairness, review procedures incorporate various levels of appeal.
- To facilitate awareness and sensitivity training, resources will be available to all members of the college community.
- All reported cases of harassment will be kept confidential and discussed only with individuals involved in the harassment process as outlined in this policy.

Definitions and Examples of Harassment

Racial or sexual harassment is any activity or conduct which, by design or otherwise, threatens, intimidates, demeans, or excludes an individual or group on the basis of race or gender.

Examples of racial harassment include name calling, demeaning epithets, generalized racist remarks, pranks, destruction of personal property, physical abuse, threats, intentional exclusion from college activities, etc.

Examples of sexual harassment include generalized sexist remarks or behavior, inappropriate and offensive sexual advances (verbal and physical), solicitation of sexual activity or sex-linked behavior by promise of rewards, coercion of sexual activity by threat of punishment, sexual assault, etc.

Sensitivity Training and Counseling

To educate all members of the college community, sensitivity training and awareness programs and materials will be made available. Workshops, films, literature and counseling services will provide convenient starting points for discussion of the issues of harassment.

Procedures

Anyone subjected to racial or sexual harassment, anyone observing such harassment, or anyone representing a harassed individual should report violations according to the procedures explained below. The accompanying flow chart summarizes the stages of the complaint and appeal process. At any stage of the process, a resolution acceptable to both parties will suspend further action.

Step I—Initial Contacts

Ombudspersons. To provide greater access opportunities for an alleged victim of harassment, the president will appoint men and women from the faculty, staff and administration to serve as ombudspersons. These individuals will seek to resolve, through peer counseling, complaints considered important, but not of such sufficient magnitude as to involve those individuals at higher levels of the administration.

Prior to the start of each academic year, the ombudspersons will meet with the president, the affirmative action officer, the director of personnel and employment services, and the college attorney to discuss procedures for resolving complaints. The group will receive guidance from the college attorney also.

The ombudspersons will hear complaints, counsel victims and pursue resolution of the complaints. The ombudspersons will keep a confidential memo of record for each complaint handled.

Normal Reporting Channels. An employee or student may use at any time normal reporting channels to report harassment (i.e., supervisor, department chair, dean of students, etc.). The affirmative action officer will be informed of these complaints and consulted regarding strategy options to be pursued regarding resolution of complaint.

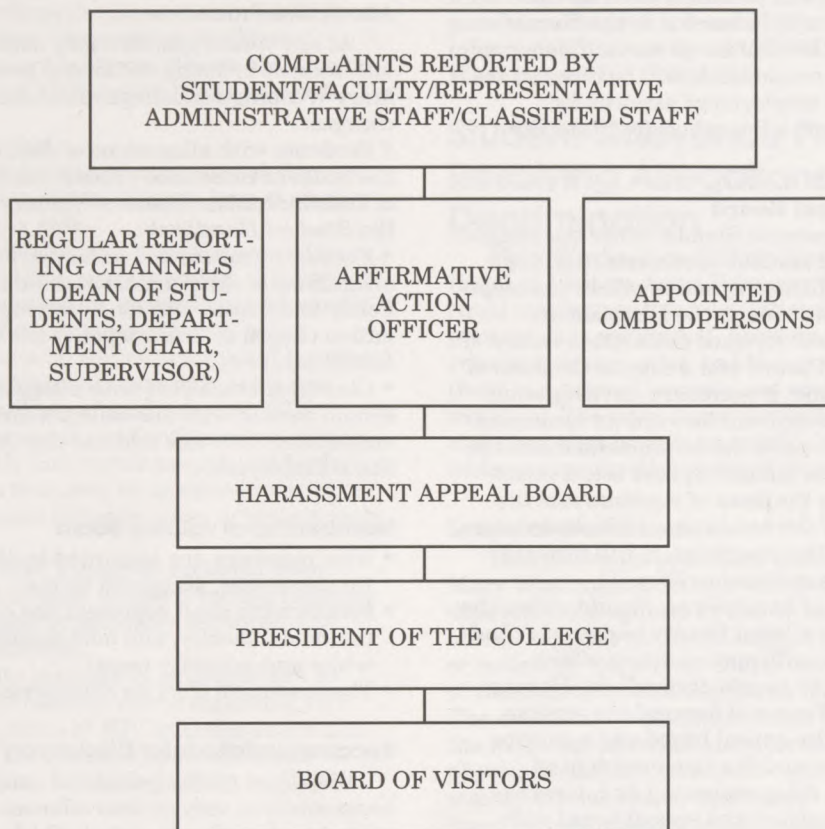
Affirmative Action Officer. Incidents of racial and sexual harassment can be reported initially to the college's affirmative action officer. This officer will investigate complaints and attempt to resolve them. If a complaint is found to be outside the purview of this policy (for example, a complaint related to discrimination or to classified staff matters), then it will be directed to the appropriate grievance procedure. If the resolution recommended by the affirmative action officer in consultation with other pertinent college representatives (for example, dean, chairperson or supervisor) is deemed "unacceptable" by either party involved in the complaint, that person may appeal then to the Harassment Appeal Board.

Either an alleged victim of harassment or a person representing the victim (at the victim's request) may bring a

complaint to the affirmative action officer. Although the officer will seek an informal resolution first, the victim will be advised of his or her right to pursue the complaint through formal college, state or federal procedures. Should the alleged victim decide to have the complaint investigated by the affirmative action officer, the alleged harasser will be contacted for discussions.

A victim of sexual harassment which is defined under sexual discrimination (sexual coercion—threat of punishment or granting of rewards for sexual favors) should be aware that if the college (official officers) becomes aware of such sexual harassment, the college has a legal obligation to investigate.

All reviews and investigations will be conducted in a timely, confidential manner to avoid jeopardizing anyone's



USE OF THE ABOVE PROCEDURE DOES NOT PRECLUDE A STUDENT, A FACULTY MEMBER, OR AN EMPLOYEE FROM UTILIZING THE ALTERNATE PROCEDURES NOTED BELOW.

MWC STUDENT AND FACULTY
GRIEVANCE PROCEDURES
OR
STATE GRIEVANCE PROCEDURES FOR CLASSIFIED EMPLOYEES
OR
STATE EQUAL EMPLOYMENT SERVICES AND PROGRAM
OR
FEDERAL OFFICE OF CIVIL RIGHTS OR FEDERAL EQUAL
EMPLOYMENT OPPORTUNITY COMMISSION

right to further redress, and in most circumstances this process will not exceed sixty (60) days from the initiation of a complaint. A complaint should be made within a reasonable time of the alleged harassment incident and normally not to exceed a year.

If either party finds the resolution recommended by the affirmative action officer and other relevant parties (ombudspersons, dean of students, department chairperson, supervisor, etc.) unacceptable, then that person will be required to submit a written record of his or her complaint. The affirmative action officer will provide a form for this record and, upon completion, will forward it to the Harassment Appeal Board, the next level of the process. If, however, the case involves a classified employee, it will be directed to the director of personnel and employment services for resolution through the Grievance Procedure for State Employees.

Step II—Harassment Appeal Board

- *Accusing a student of harassment:* Should either the alleged victim(s) and/or the alleged student harasser(s) find the solution provided by the affirmative action officer unacceptable, redress may be sought through the Harassment Appeal Board. The officer will forward the written record of the complaint to the appeal board and a copy to the dean of students. After reviewing and, if necessary, investigating the complaint, the appeal board will forward its recommendations to the parties involved. If the recommendations are accepted by both parties, the student appeal board terminates the process, notifying the dean of students and the affirmative action officer of the resolution. If the board does not achieve a resolution of the complaint, it will forward the case to the president as outlined in Step III.
- *Accusing a faculty member of harassment:* Should either the alleged victim(s) and/or the alleged faculty harasser(s) find the solution provided by the affirmative action officer unacceptable, redress may be sought through the Harassment Appeal Board. The officer will forward the written record of the complaint to the appeal board and a copy to the appropriate chairperson and the vice president of academic affairs and dean. After reviewing and, if necessary, investigating the complaint, the appeal board will forward its recommendations to the parties involved. If the recommendations are accepted by both parties, the appeal board terminates the process by notifying the chairperson, the vice president of academic affairs and dean, and the affirmative action officer of the resolution. If the board does not achieve a resolution of the complaint, it will forward the case to the president as outlined in Step III.
- *Accusing an administrative staff person (faculty or professional) of harassment:* Should either the alleged victim(s) and/or the alleged administrative harasser(s) find the solution provided by the affirmative action officer unacceptable, redress may be sought through the Harassment Appeal Board. The affirmative action officer will forward the written record of the complaint to the supervisor and a copy to the appropriate cabinet officer. After reviewing and, if necessary, investigating the complaint, the appeal board will forward its recommendations to the parties involved. If the recommendations are accepted by both parties, the appeal board terminates the process by notifying the supervisor, the cabinet officer, and the affirmative action officer of the resolution. If the board does not achieve a resolution of the complaint, it will forward the case to the president as outlined in Step III.
- *Accusing a classified employee of harassment:* Anyone who believes that he or she has been harassed racially or sexually by a classified employee may seek a solution from the affirmative action officer. If the officer does not resolve the problem, the person will be referred to the director of personnel and employment services.

Step III—The President and the Board of Visitors

- *Further Appeal Procedures:* If either of the two parties involved does not accept the recommendations of the Harassment Appeal Board, then that person may seek redress by having the board forward the matter to the president of the college for review and recommendation. If the president does not resolve the complaint, either party may have the president forward all documents of the case to the Executive Committee of the Board of Visitors.

Alternative Procedures

At any time a grievant may seek redress for alleged harassment by using the formal procedures that exist at Mary Washington College to resolve the discrimination charges:

- Students with allegations of discrimination should follow the Student Grievance Procedures for Resolving Allegations of Discrimination (Board of Visitors policy 2/11/1978, found in the *Student Handbook*).
- Faculty members and administrative staff persons with allegations of discrimination should follow the Grievance Policy and Procedures for Resolving Allegations of Discrimination (Board of Visitors policy 6/9/1978, found in the *Faculty Handbook*, iv.m.).
- Classified employees with allegations of discrimination should consult with the college's director of personnel and employment services and use the Grievance Procedure for State Employees.

Membership of Appeal Board

- Nine members are appointed by the president of the college for three-year, staggered terms.
- Membership shall represent the college's constituent groups (students, faculty, and administrators; male and female; white and minority races).
- The board will elect its chairpersons yearly.

Recommendations for Disciplinary Actions

Violations of this policy will range from minor incidents of harassment to very serious offenses. Some offenses may be subject to disciplinary action which extends beyond the scope of this policy; however, except in the most serious cases, recommended disciplinary actions are designed to educate and sensitize the offender. The severity of the infraction will determine the disciplinary action, the discipline for repeat offenders being more severe. The examples of disciplinary actions listed below are not necessarily an exhaustive list.

For student violators there are six levels of recommended disciplinary action; the first five involve sensitivity education. A record of all disciplinary actions taken will be placed in the violators' files (except for an informal warning).

- Informal Warning—counseling, community services, sensitivity education, etc.
- Reprimand—formal written warning filed with the Dean of Students.
- Social Activities Ban—specified period of time or specified events. Probation—for a specified period.
- Suspension—removal from college housing and/or the college for a prescribed length of time. Expulsion—permanent removal from the college community.

For faculty violators (teaching and administrative) there are five levels of recommended disciplinary action; the first four involve sensitivity education. A record of all disciplinary actions taken will be placed in violators' files (except for an informal warning).

- Informal Warning—counseling, sensitivity education, etc.
- Reprimand—formal written warning to be placed in official records (possible performance evaluation consequences).
- Probation—for a specified period. Suspension—leave with or without pay as may be recommended. Dismissal—

permanent removal from the employment by the college.

For classified staff employees the levels of disciplinary action are detailed in the Employee Standards of Conduct and Performance established by the Commonwealth of Virginia.

AIDS Policy

Human Immunodeficiency Virus (HIV) infection, including AIDS Related Complex (ARC) and Acquired Immune Deficiency Syndrome (AIDS), is a serious and possibly fatal illness which has invaded college campuses nationwide. In an effort to be prepared to address the needs of any Mary Washington College student or employee who should develop this disease, a comprehensive AIDS policy has been developed.

In brief this policy provides that:

1. Students who have HIV infection, whether or not they are symptomatic, are allowed to attend class as long as they are physically and mentally able.
2. Students, faculty and staff with HIV infection cannot be restricted in their access to the campus center, theater, restaurant, snack bar, gymnasium, swimming pool, sauna, recreational facilities, library or other common areas.
3. HIV-infected persons cannot be denied residential housing and the college does not advise students living in a residence hall of the presence there of students with HIV infection. In some circumstances, and with medical advice, the Office of Residence Life may recommend to students with immune deficiencies that they be assigned to private rooms or consider off-campus living in order to protect their health.
4. Employees infected with HIV cannot be excluded from employment or restricted in their access to college facilities or services unless restriction is necessary to protect the welfare of the infected individual.
5. No current student, faculty member or employee can be required to divulge his/her medical status regarding HIV infection apart from exceptions of HIV infection is not part of the admission decision for students applying to the College or the hiring decision for those seeking employment.
6. The College does not screen employees, faculty or students for HIV infection. Any person requesting testing is referred to the local Health Department for anonymous testing.
7. Information concerning a student or employee shared with members of the Health Center or Counseling Center staff fall under the usual legal and ethical guidelines that govern medical and psychological information. When an infected individual elects to share information with other campus offices—eg. the Office of Residence Life or the Office of Personnel and Employment Services—confidentiality will be maintained.

The Mary Washington College Policy on AIDS further establishes procedures covering voluntary disclosure, record keeping, education, serving the infected person's needs and the provision of appeals, procedures for incidences of discrimination and harassment. A copy of the complete policy may be obtained from the Health Center, the Dean of Student's Office or the Office of Personnel and Employment Services.

Student Affirmative Action and Equal Opportunity

Mary Washington College is committed to the concept that all people shall have an opportunity to develop and work to the limits of their ability. The College does not discriminate on the basis of race, color, religion, physical disability, national origin, political affiliation, marital status, sex (except in housing) or age in admitting and housing students, awarding grades or in employing and promoting faculty and staff members. It is expected that each student who enrolls

and each employee at Mary Washington College will uphold these ideals of equality. Questions in these matters should be directed to Shelli Wallis Short, AA/EEO Officer, Room 24, George Washington Hall, Fredericksburg, Virginia 22401, or telephone to (703) 899-4624.

Mary Washington College provides disabled members of the College Community with an opportunity to participate in campus activities and programs. To fulfill this responsibility the College will keep present and future students, faculty and staff informed of how to take advantage of accessible locations and will be available to bring about resolution, if possible, wherever accessibility problems occur. For more information contact the AA/EEO Officer, Room 24, George Washington Hall, 899-4624.

Student Grievance Procedures For Resolving Allegations of Discrimination

Mary Washington College is committed, by policy of the Board of Visitors dated February 11, 1978, to the concepts of equal employment and educational opportunities for all persons. It is recognized, however, that allegations of discrimination may arise and that procedures for addressing them in a prompt, orderly and equitable manner should be available. The procedures that follow outline the processes and steps that have been established by the College to address specific allegations of discrimination.

Scope of the Procedure

This grievance procedure is available to any student at Mary Washington College who feels that he or she has been discriminated against by one or more persons serving in an official capacity for the College, which alleged action directly or indirectly negatively effects the education or work activity of the individual and which can be corrected by the College. The complaint or allegation must be based on one or more of the following discriminatory factors: race, color, religion, physical disability, national origin, political affiliation, marital status, sex, or age (except where sex or age is a bonafide occupational qualification). This procedure is designed specifically for resolving matters of alleged discrimination as may be applicable to Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other requirements.

Complaints of students concerning Judicial and Honor procedures and violations, student disputes with faculty members over marks or grading policies, and student campus housing policies that specify same sex roommates and single sex or coeducational residence halls shall be referred to other established procedures for resolution. If discrimination is a part of the allegation, the other established procedures will be utilized.

Procedures

Step One. A student with a complaint must consult in person with the College AA/EEO Officer or, in his/her absence, his/her designee within 10 working days after the event that gave rise to the alleged violation.

For this meeting, the student must complete and sign an MWC Form, D-1 (secured from the AA/EEO Officer and returned to that office) providing the following information:

1. The basis for alleged discrimination (sex, race, age, etc.).
2. A clear statement of the facts upon which the complaint is based, including an explanation of how the student has been adversely affected.
3. An identification of person(s) or the College policy or procedure considered responsible for the alleged discrimination upon which the complaint is based and an explanation of why the person(s) is considered responsible or why

- the College policy or procedure is considered improper.
4. A copy of any pertinent Board of Visitors or College policies or regulations, state statutes, contractual agreements, or other documents of custom or practice upon which the complainant relies.
 5. A statement of the specific relief sought.

One purpose of this meeting is for the College AA/EEO Officer to determine whether or not the allegation is one that comes within the purview of these procedures. The decision as to whether the complaint is covered by these procedures or is properly covered under other procedures shall be made entirely by the AA/EEO Officer and announced to the complainant in writing within 10 working days after the initial meeting.

If the allegation is one that is within the purview of these procedures, the AA/EEO Officer will review all of the facts provided by the complainant and will thoroughly investigate the alleged discrimination. The findings of the investigation and the proposed resolution will be communicated in writing to the complainant within 10 working days after the AA/EEO Officer receives the completed MWC Form D-1.

Step Two. In the event a student complainant is not satisfied with the Step One resolution, the individual may request a Complaint Panel hearing within five working days after receipt of the Step One Decision. The request for a Panel hearing shall be made on a Step Two Complaint Form obtained from the College AA/EEO Officer and returned to him once it is completed. On the Step Two Complaint Form, the complainant will provide the following information:

1. A list of witnesses to be present at the panel hearing.
2. The identification of any counsel, advisor, or observer to be present at the hearing.

This Step Two Form, together with the Step One Complaint Form, will constitute the formal application for a Step Two Complaint Panel hearing. The AA/EEO Officer shall transmit these forms to the President of the College within five working days after receipt of them.

The President shall appoint a three-member panel composed of two full-time administrators and one full-time faculty member. The panel shall then elect a chairman from its ranks and set a date, time, and place for the hearing that shall not be more than 10 working days after it is selected. The student shall be notified of the hearing date, time, and place. Before the hearing, the AA/EEO Officer will supply the panel members with copies of the complaint forms. After the hearing, the panel will submit its recommendation to the President of the College for his consideration and action. The President shall notify all parties of his decision within five working days after receipt of the recommendation of the panel. Procedures for conducting the hearing are given later in this document.

Step Three. If the President's decision is not acceptable to the complainant, the individual may appeal the decision to the Executive Committee of the Board of Visitors. To accomplish this, the complainant shall present to the President within 10 working days following the receipt of the President's decision a written request addressed to the Rector for a hearing by the Executive Committee of the Board of Visitors. Within 30 days after receipt of a request from a complainant, the Rector shall have the Executive Committee of the Board of Visitors review the record of the panel hearing and render a decision and notify the complainant.

The decision of the Executive Committee shall be final in all determinations relating to the College position on the complaint. Failure to comply with the decision of the Executive Committee or reprisals as a result of the decision shall be cause for disciplinary action.

The conduct of the hearing shall be as follows:

1. The panel shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing.

2. The panel may, at the beginning of the hearing, ask for statements clarifying the issues involved.
3. The hearing shall be recorded by tape, and a copy of the tape may be supplied to the complainant at his or her request for the cost of the tape.
4. Exhibits, when offered by the complainant or the College, may be received in evidence by the panel and, when so received, shall be marked and made part of the record.
5. The complainant and College officials, or their representatives, shall present their claims and proofs and witnesses, who shall submit to questions or other examination. The panel may, at its discretion, vary this procedure but shall afford full and equal opportunity to all parties and witnesses for presentation of any material or relevant proofs.
6. The parties may offer evidence and shall produce such additional evidence as the panel may deem necessary to an understanding and determination of the dispute. The panel shall be the judge of relevance and materiality of the evidence offered. All evidence shall be taken in the presence of the panel and of the parties.
7. The panel will operate on the basis of a simple majority vote.
8. When all claims, evidence, and proofs are received from both parties, the panel shall deliberate in privacy and transmit its recommendation within five working days after the hearing to the President of the College. The President shall notify all parties of his decision within five working days after receipt of the recommendation of the panel. **NOTE:** With consent of both parties, the panel may extend any or all of the time periods established in this procedure. All questions relating to discrimination should be addressed to Shelli Wallis Short, AA/EEO Officer, Room 24, George Washington Hall, Mary Washington College, Fredericksburg, VA 22401, or telephoned to (703) 899-4624. Nothing in the complaint procedure shown in this document is intended to prohibit an individual from filing in writing an allegation of discrimination with the Office of Civil Rights, Department of Health and Human Service, Washington, D.C. 20201.

Use Of The Mary Washington College Name, Seal, Logo, and Medallion

No member of the College community, student or faculty group, club or organization, or non-College group, business or individual may use the seal of Mary Washington College, the name MARY WASHINGTON COLLEGE or the logo or medallion, as part of its title, name, or designation or in the title or name of any publication or for advertising purposes of items or goods without prior written approval from the Vice President for Administrative Services. The official College colors are navy blue, gray, and white.

Withdrawals

There are two types of withdrawal from the College. Voluntary Withdrawal is a procedure initiated by the student; Administrative Withdrawal is an action taken by appropriate authorities of the College.

Voluntary Withdrawal. A student who does not plan to complete the course-work for a semester must report to the Office of Academic Services no later than the last day of classes to complete the withdrawal process. In order to withdraw from a semester, the student must do the following:

1. Complete the official withdrawal form in the Office of Academic Services.
2. Obtain clearance from designated officials of the College.
3. Pay all outstanding financial obligations to the College.
4. Submit evidence of parental authorization to withdraw.
5. Officially check out of the residence hall and return the room key to the Resident Director within 48 hours of withdrawal.

6. Return the MWC ID card to the Office of Academic Services.

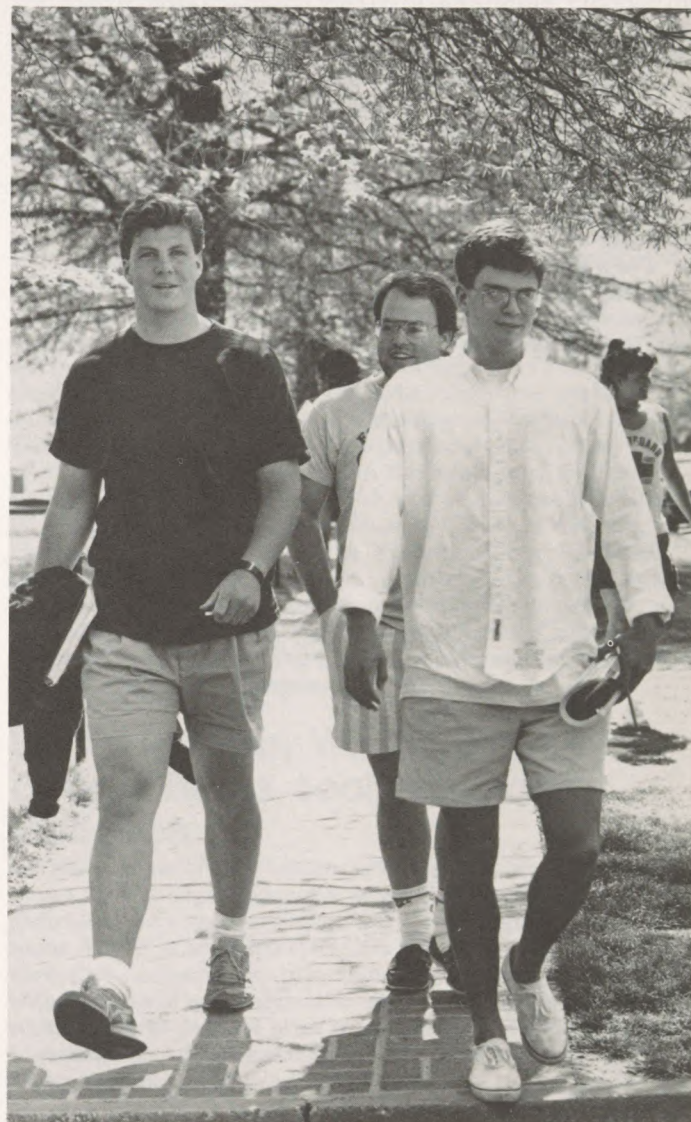
No courses or grades will be recorded for the semester; however, a notation of withdrawal will be made on the student's permanent record.

Administrative Withdrawal. When the withdrawal of a student from a semester is required by action of the Honor Council or as a result of official administrative action, such involuntary withdrawal is termed Administrative Withdrawal. The student is given instructions when such action is taken. A student thus expelled is not eligible for readmission.

A student who withdraws in good academic standing is eligible for readmission. A student who withdraws while on academic probation may be readmitted only by approval of the Readmission Board. Any student in good standing who plans to return should request a Leave of Absence at the time of withdrawal. A student who withdraws under accusation of an honor offense is not eligible for readmission.

Fee adjustments are based on the official date of the withdrawal, which is the date that the withdrawal form, with all clearances, is received in the Office of Academic Services. (See Refunds of Fees, Withdrawal Charges, in the Academic Catalog).

Student Affairs



What is Student Affairs?

What is expected of me as a citizen of the College community?

How does my club reserve College facilities?

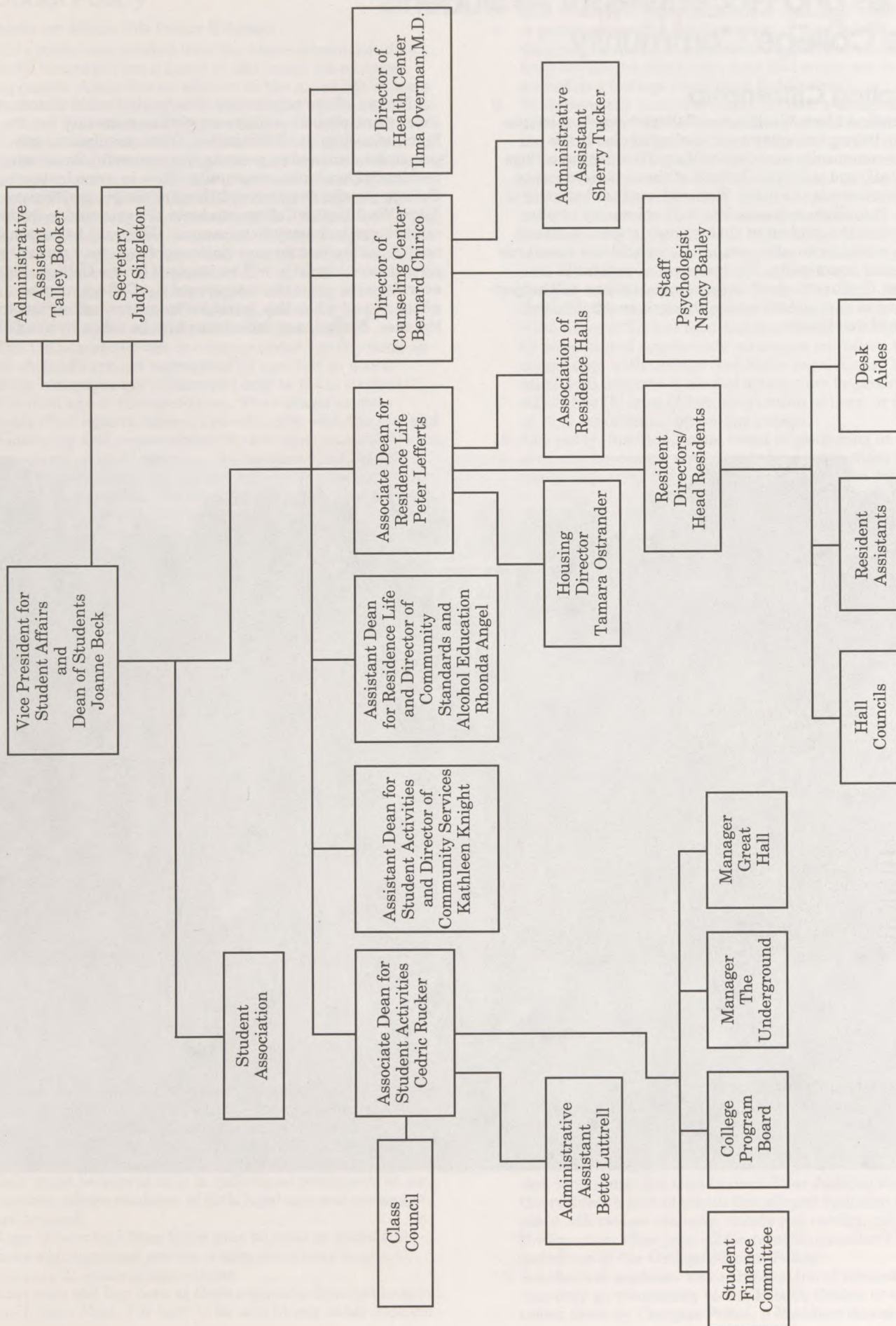
How can my club reserve the College bus?

Overview

Student Affairs, as an integral part of the Mary Washington College Community, is committed to excellence in liberal learning, and enhances and complements the students' academic pursuits by providing support services and a variety

of interactive learning situations. These opportunities assist students in their personal development and promote responsibility to and interaction among all members of the community. To that end, Student Affairs provides opportunities for the acquisition of interpersonal and leadership skills, for service to others, for self-discipline and adherence to agreed upon community values. Student Affairs facilitates involvement in out of class experiences and the acquisition of skills and abilities necessary for life-long learning and for living healthy, productive, creative lives. Creating a supportive yet challenging environment, Student Affairs encourages the acceptance, appreciation, and understanding of individual and cultural differences.

Student Affairs Organizational Chart



Policies and Procedures for All Students in the College Community

Accepting Citizenship

Students at Mary Washington College have dual citizenship. They belong to society as a whole and also to the particular community made up of Mary Washington college faculty, staff, and students. In both of those environments, respect for others is the norm. Rational, mature behavior is expected. Voluntary entrance into the community implies acceptance by the student of College regulations. It means that the student must also continue to uphold the standards of the greater community, live by its rules, and fulfill its obligations. Failure to observe these expectations will subject the student to disciplinary action through an established procedure of due process.

Many College regulations are simply formal statements of those principles of conduct accepted as necessary for the fabric of society to hold together. Other regulations are principles designed to promote the successful functioning of a residential academic community. Thus in some instances, College standards go beyond those of the general society. Mary Washington College students are expected to evidence mature conduct away from campus. They will be responsible to civil authorities for any violation of law. As a general rule, no additional penalty will be imposed by the College. However, in some cases the interests of the College may be affected, and when this is judged by proper authorities to be the case, disciplinary action may also be taken by the College.



Alcohol Policy

Principle on Which This Policy is Based

This policy was drafted with the clear recognition that alcoholic beverages are a factor in the social life of some young people. Alcohol is an adjunct to the social life of some students but it should not be at the "center" of the social life of the Mary Washington College student. At the same time the College recognizes that the laws of the Commonwealth of Virginia are clear and unambiguous: persons under the age of 21 are not to purchase, consume or possess any alcoholic beverage. The position of the College is that students 21 years of age or over have, with respect to alcoholic beverages, all the rights to purchase, possession and consumption they would have any place in American society. It must be clearly recognized, however, that students 21 years of age or over are prohibited by law from purchasing or obtaining alcoholic beverages for the purpose of reselling, providing or giving alcoholic beverages to anyone under 21 years of age.

The College endeavors to create a social environment in which students are not segregated by age, but in which alcoholic beverages are sold/served only to those students legally of an age to consume them. The College expects students of all ages to behave in conformity with the law and with maturity and responsibility with respect to alcohol when in the privacy of their rooms in the residence hall. Moderation and responsibility are the key virtues the College seeks to foster with the policy. Persons requesting alcohol related information or services may contact Rhonda Angel, Director of Alcohol Education, 899-4641.

Definitions:

PRIVATE SPACES—Student rooms in College residence halls. All other space on the Mary Washington College campus is considered to be public space with the one exception explained in the next definition.

DESIGNATED PRIVATE SPACES—Those hallways, lounges, common areas, and other public rooms in residence halls in which an approved party may be held. The designated space is specified on the party permit.

APPROVED PARTY—A party which has received a permit as defined in this policy.

COLLEGE-CONTROLLED PUBLIC SPACES—Those areas on campus for which the College has obtained (or can obtain) Alcoholic Beverage Commission licensing for the sale or service of alcoholic beverages. Included are the Campus Center, the Lee Hall Ballroom, and Trench Hill.

Elements of Policy

1. All students who are 21 years of age or older may possess alcoholic beverages of any type in upperclass residence hall rooms. These beverages may be served to other persons, who are also 21 years of age or over, in upperclass residence hall rooms.
2. No student under 21 years of age may purchase, possess or consume alcoholic beverages of any type on the Mary Washington College campus.
3. Beer is the only alcoholic beverage that may be sold on campus, whether by ARA or other agents of the College, or by student organizations, hosting a party at which an admission is charged.
4. Beer and wines may be served at functions where no admission is charged.
5. Beer must be served only in individual containers at any function where students of both legal age and underage are present.
6. Kegs of beer and Beer Balls may be used at social functions and approved parties where everybody in attendance is 21 years of age or over.
7. ARA may sell keg beer at their regularly licensed location: the Eagles Nest. For beer to be sold at any other location

by the keg, special permission must be received from the Vice President of Student Affairs and Dean of Students.

8. A permit signed by the President of the College or his designee must be completed for each event where alcoholic beverages other than beer and wines are to be served in a College Controlled Public Space.
9. To declare any area of a residence hall a designated private space, 80% of the residents who are affected by the event must sign a petition requesting such designation. Students wishing to hold parties in these designated private spaces must submit such request to the Head Resident/Resident Director at least three working days prior to the event. The parties may be held only on Friday and Saturday nights and the night of the last day of classes before the first Reading Day. Parties may not be held on weekdays nor during Reading Days, examination periods, and Commencement Week. The Head Resident/Resident Director may approve the serving of beer and/or wine when sufficient food and non-alcoholic beverages will be present and appropriate measures are taken to ensure compliance with College and State regulations. The maximum amount of alcohol which may be present is either five (5) cans (12 oz. maximum) of beer, or one liter of wine (maximum) per of-age person.
10. Any party, function, social event or gathering at which alcoholic beverages are going to be served, must have a completed Party Permit on file. For functions being held in College Controlled Public Spaces this permit must be on file with the Associate Dean for Student Activities. For parties in designated private spaces in the residence halls the permit must be approved by the Residence Hall Director. The Party Permits will include the following information:
 - A. Expected number of guests in attendance.
 - B. If alcohol is to be served, an approved device for ensuring that alcohol will not be served to those under 21 must be specified.
 - C. A description of the "designated private space" in which the party is to be held.
 - D. Certification that non-alcoholic beverages will be available.
 - E. Food and non-alcoholic beverages must be served at any function at which alcoholic beverages are served. The permit will specify what food and how many non-alcoholic beverages will be served.
 - F. The permit will certify that there will be no advertising of drinking contests and no advertisements emphasizing the amount of alcohol to be served.
11. Social host responsibility includes ensuring that underage consumption or of-age intoxication does not occur in the residence hall room of the host or in the designated private spaces in the residence hall.
12. No alcoholic beverages may be consumed in public on the Mary Washington College campus, nor may open containers of alcoholic beverages be transported in or upon public spaces. Alcoholic beverages are not permitted at any athletic contest, game or match.
13. No of-age persons (including parents) are permitted to bring alcoholic beverages into freshman residence halls.
14. Violations of this policy will be reported to the Vice President of Student Affairs and Dean of Students or designee who is charged with the responsibility for seeing that the provisions of the policy are carried out and that violations are dealt with. In most cases of alcohol possession violations, the Hall Council Peer Judicial Board of the residence hall in which the alleged violation took place will review the case, decide the verdict and assign the sanction. (See page 42 for possible sanctions for violations of the College Alcohol Policy).
15. Residential students who exhibit signs of alcohol intoxication may go voluntarily to the Health Center or can be taken there by Campus Police, a Resident Assistant or

other concerned person(s) for observation. Any student who is unresponsive or otherwise thought to be in danger of serious acute alcohol poisoning will be referred to the Emergency Room at Mary Washington Hospital for treatment. A Blood Alcohol Level will be drawn on all students referred for alcohol related problems and the results released to the Health Center.

Bicycles

Bicycle racks are provided outside of most residence halls and some classroom buildings. There is no space available for storage of bicycles during the summer months. Procedures for registering and storing bicycles on campus include:

1. Bicycles should be registered by the Office of College Police. There is no charge for this service.
2. Bicycles must be equipped with a bell.
3. Bicycles may not be stored or parked on campus walkways, steps, in building hallways, stairwells, in doorways, or on stairs or porches.
4. Bicycles should be securely locked to racks when not in use.
5. Students may store their bicycles in their rooms between semesters and during semester vacations, and during other times according to individual community standards.
6. Bicycles abandoned for 120 days may be donated to charity or sold at auction.

Directives from College Officials

It is the student's responsibility to respond immediately to any of the following directives or requests from a College official:

1. To identify oneself
2. To come to the office of the official
3. To leave a gathering when asked to disperse or
4. To comply with any other reasonable request made by an official or faculty member in the discharge of his/her responsibilities.

Disclosure

College officials have the right to stop and question any person entering the residence halls to determine his or her purpose for being there. A student is required to, upon request, provide the full name of his or her guest to any of the following authorities:

College Administrators	Honor Council & Contacts
College Police	Residence Hall Council Officers
Resident Directors	Campus Judicial Chairperson
Resident Assistants	Student Association President
Desk Aides	

Disorderly or Obscene Conduct

No student shall be involved in the following at College related events, on College property, or in College-owned buildings or vehicles:

1. Fighting
2. Creating a disturbance
3. Disorderly conduct
4. Obscene conduct or language
5. Verbal or physical harassment
6. Making excessive noise

Drugs

Mary Washington College does not tolerate the possession or use of illegal drugs on campus.

The use, providing for other's use, manufacture, merchandising, or possession of drugs without a doctor's prescription is prohibited by Federal and State laws and by the College. Possession of drug paraphernalia on the campus is prohibited by the College. Violations of these rules can be expected to result in suspension or expulsion from the College, as well as

prosecution by the civil authorities.

For the purpose of this regulation, drugs are defined as including marijuana, cocaine, crack, ice, hashish, amphetamines, LSD compounds, mescaline, psilocybin, DMT, narcotics, opiates and other hallucinogens except when taken under a physician's prescription in accordance with the law. Drug paraphernalia includes but is not limited to bongs, roach clips, pipes, hypodermic syringes, and needles.

An innocent student who observes another student or guest or roommate with possession/use of illegal drugs may absolve himself/herself of being implicated in the violation by leaving the room and notifying the Resident Assistant, Resident Director, Associate Dean for Residence Life, or Dean of Students of the situation.

Students who wish to seek counseling concerning the use of drugs are reminded that the Director of the Counseling Center, the College Physician, and the Director of Alcohol Education are available for such help. Others, including the Dean of Students and the Associate Dean for Residence Life are also available to help students. Conferences with these persons are confidential, subject to the standards of privacy established in the medical and counseling professions.

The Mary Washington College Alcohol and Drug Policy Brochure, which is distributed each year to students, contains the effects and risks of most drugs, symptoms of drug abuse, rehabilitation resources, and state and federal laws and penalties for the possession, use and distribution of illicit drugs. Copies of this brochure may be obtained from Rhonda Angel, Director of Alcohol Education, Room 200 Lee Hall, ext. 4641.

Posters—Signs—Notices—Banners—Advertisements

No posters, signs, notices, banners, and advertisements, shall be displayed anywhere on campus except on bulletin boards within the buildings or on the outdoor bulletin boards on Campus Walk and bulletin boards outside Seacobeck Hall, and on the tables in Seacobeck Hall except:

1. Posters, signs, banners, notices, advertisements, associated with student elections may be displayed on the outside of Lee Hall. Students may not hang election banners from roofs, porches, out of windows, etc. of residence halls. For further information see Campaign Rules for Campus-Wide Elections under the Student Association By-Laws.
2. At No Time can anything be posted on lamp posts, trees, columns, the Woodard Campus Center Arcade, or windows of buildings. Before any poster can be posted in the Woodard Campus Center, approval must be given by the Associate Dean of Student Activities. All posters in residence halls must be approved by the resident hall director. Flyers, signs, or notices posted in the Woodard Campus Center can only be placed on the building's bulletin boards. All posters, notices, and flyers posted in the Woodard Campus Center or on Campus Walk Bulletin Boards will be removed every Sunday evening. All flyers on Seacobeck tables are removed every Sunday morning. All other posters, signs, notices, banners, and advertisements, shall be fully removed by the party or parties who posted or displayed the materials within 24 hours following the event or activities.
3. If an event is advertised off campus and it is appropriate to restrict age, this should be noted on the posters/handbills advertising the event.
4. The College may post signs, and notices, as needed for campus traffic and parking control and to denote special College-wide occasions such as Alumni Homecoming, Family Weekend, and MWC Preview.
5. ALL posters, signs, notices, and advertisements, must be stamped—college sponsored event—before posting. Please contact the Office of Student Activities, Woodard Campus Center.

Recreational Use of Goolrick Hall

Goolrick Gymnasium recreation facilities are available only to individuals holding a valid, current and full-time MWC ID card. All persons must present their ID card to the desk aide upon entering the building at all times, including classes, intramural activities, intercollegiate practices and for incidental recreation. During weekday evening hours and at all times on weekends, the ID will be collected by the desk aide, and returned when the student leaves the building. ID cards are generally not required for entry into varsity basketball, volleyball or swimming competitions. However, it is recommended that students have their ID card in their possession at those times.

Each full-time ID card holder may bring a maximum of two guests to Goolrick Hall for recreational purposes on Friday, Saturday and Sunday only. Guests complete a Guest Form at the Campus Police Station before going to the gym. One copy of this form is filed with the Goolrick Hall desk aide. The MWC host/hostess must accompany the guest(s) at all times, and is responsible for the conduct of their guest(s), and the cost of any damage which is caused by the visitors. Abuse of these procedures, including damage to facilities or theft of equipment either by the student, faculty member, full-time employee or any other persons utilizing the facilities in Goolrick, may result in loss of privileges, compensation for losses, dismissal from the College, termination of employment, or other penalties as deemed appropriate.

Specific hours for use of the swimming pool, main and auxiliary gyms, racquetball court, and weight room are posted each semester.

Scheduling of College Facilities For Use By Student Groups, Faculty and Staff

College space may be used by any student group when it does not disrupt academic activities, scheduled events, College functions, or other normal pursuits that take place in the area and when such use is not physically destructive or unlawful.

The Associate Dean for Student Activities, in cooperation with those who have reserved space, may develop and make available in advance specific provisions to govern conduct at a given event.

If the student group/faculty member/staff person reserving space is sponsoring a speaker or entertainment group, **both** the person reserving space and the designated person in the Office of Student Activities must co-sign the entertainment/speaker contract, and the designated person in the Office of Business and Finance must sign the addendum. **Unless the cosigned contract and addendum is on file one week before the event is to occur, the entertainment group/speaker will be cancelled. The Community Values Statement is used by the Office of Student Activities, and student groups, as the guiding policy for sponsoring entertainment groups/speakers.**

The Student Activities Staff, or other College personnel, are authorized to ask any student to leave the facility, if the student is using or occupying College space in an adverse way or engaging in disruptive behavior. This person may incur disciplinary action by the College or prosecution by the civil authorities.

Rules for the use of College equipment or space:

1. Space must be reserved at least 5 working days in advance of use. Reservations for space in non-academic buildings must be made with the Office of Student Activities, Woodard Campus Center. Reservations for space in academic buildings must be made with the Office of Academic Services (G.W. 209). If it is necessary to secure

clearance to use the space from another College office, the Office of Associate Dean for Student Activities must be presented with that clearance in writing before the space will be reserved and the event approved. (Events that might attract a large audience or require additional equipment should be booked as far in advance as possible). See Scheduling Chart.

2. Individuals or groups using College equipment are required to return it in satisfactory condition. They are also responsible for all costs of cleaning and repair of the facility and equipment used. If overtime is involved, the sponsoring group will be billed accordingly.
3. Facilities will be scheduled on a first-come, first-served basis for student groups/organizations reserving space facilities. The official function of Class Council and the Student Association Entertainment Committee (SAE) is to plan social activities for the entire campus; therefore, each has priority over other organizations that require the use of those spaces. When a campus-wide activity is planned by Class Council, or the Student Association Entertainment Committee (SAE), no other similar social activity may be held simultaneously unless special permission is obtained from the Associate Dean for Student Activities.
4. Audio Visual equipment or food service equipment needed for any event must be ordered directly from the Audio Visual Center or the Dining Hall. If such items are lost, damaged or stolen, said user will incur all replacement costs.
5. Equipment needs related to room furnishings (tables, chairs, podium, etc.) are to be submitted in writing to the office of Student Activities no later than five working days before the event. If the event involves a large amount of equipment, at least 10 work days are required.
6. The Scheduling Chart (p. 33) indicates where certain College facilities or pieces of equipment may be requested. The student is reminded that regardless of where permission is obtained for the use of College space or equipment (except for regularly scheduled classes and labs), confirmation for that space must be made in the Office of Student Activities.
7. All non-College individuals, organizations, and groups desiring the use of College facilities must submit their requests in writing to the Office of the Vice President for Administrative Services, Room 15, G.W. Hall. This includes the use of space requested by College personnel for any off-campus organizations or group. The procedures for scheduling College space are:
 - a. Request from the Office of the Vice President for Administrative Services a date, time and place for the event to be scheduled. This request must be made at least 10 working days prior to the event.
 - b. Should the event be cancelled, notify immediately the individual with whom the space was scheduled.
 - c. The sponsoring organization or individual will be billed for food and beverages requisitioned for the event, and may be charged a rental fee determined by the Vice President for Administrative Services.

Master Calendar

The Office of the Associate Dean for Student Activities coordinates scheduling of events with the office of the Vice President for Administrative Services and maintains a master calendar for the College and distributes it monthly to faculty, committee chairs, supervisors, department chairs and appropriate student leaders. The use of College space for any purpose except regularly scheduled classes or labs **MUST FIRST BE CLEARED WITH THE OFFICE OF THE ASSOCIATE DEAN FOR STUDENT ACTIVITIES**. Space for events will be allocated on a first-come, first-served basis with the exception of regularly scheduled yearly events. Events should be booked as soon as possible to insure

available space. A minimum notice of five working days must be given if there is any need for set-ups or extra equipment. Bookings received after that time cannot be guaranteed space or equipment. Forms for reserving space are available in the Office of Student Activities, Woodard Campus Center. While almost all of the College events are scheduled by the Office of the Associate Dean for Student Activities, it is the responsibility of the Vice President for Administrative Services, GW 15, to coordinate with all appropriate offices the scheduling of events on the campus and to make every effort to avoid conflicts between major events.

Searches and Seizures

1. If the College authorities have reasonable cause to believe that a College rule is being violated in a manner that prejudices the proper and efficient operation of the College or the welfare of the student body generally, College authorities may inspect the student's room for the purpose of investigating the violation and enforcing the College's rules. If there is reasonable ground for belief that the violation is taking place, and if the search is necessary for the investigation of the violation and the enforcement of the rule, and if action against the offender is limited to administrative procedures as distinguished from criminal proceedings then no search warrant is required.

The Vice President for Student Affairs and Dean of Students, the Associate Dean for Residence Life, or Vice President for Administrative Services accompanied by a Resident Director and a student hall official may participate in an administrative search. The College Police may also observe an administrative search.

2. If the search is to be made for the purpose of a police investigation of a violation of criminal law, a search warrant or consent must be obtained even though actual prosecution may not be contemplated. There are situations in which searches can be made of private residences without search warrants. Examples of these are: the search of the area under the immediate personal control of a person being arrested, the invasion of a resident's room in hot pursuit or a search made when it is not reasonably possible to get a search warrant. These are all extraordinary situations.
3. Evidence observed by College personnel during search and seizure may be used in court during criminal prosecution, as well as in a College disciplinary proceeding.
4. A Resident Director or his/her designee may open a student's room for the student's parent or guardian or person responsible for payment of the student's bill when all of the following circumstances occur: a) The student cannot be located through normal procedures (calling the student's room and paging student on hall intercom). b) The parent, guardian or person responsible for payment of the student's bill presents proper identification to the Resident Director or designee and makes an emergency request.

Selling and Solicitation

On-Campus in the Residence Halls:

1. Sales and/or solicitations by outside commercial or charitable organizations may not be conducted in the residence halls. Deliveries and collections may not be made to or from individual student rooms by non-students.
2. Officially recognized student clubs, organizations or individuals may sell approved items in the residence halls according to community standards.

On-Campus in all other locations:

1. Outside organizations must receive prior approval from the Office of the Associate Dean for Student Activities before conducting any business.
2. Officially recognized student clubs and organizations may sell approved items on campus. Organizations and indi-

viduals must receive prior approval from the Associate Dean for Student Activities for all campus sales.

3. Officially recognized groups may conduct raffles on campus in compliance with regulations of the City of Fredericksburg and College policies. Consult the Associate Dean for Student Activities for further information and approval.

Off-Campus: College clubs and organizations are not permitted to sell or solicit goods and materials at locations outside the MWC Campus without permission from the Associate Dean for Student Activities.

Off-Campus Vendors: Outside organizations must receive prior approval from the Office of Student Activities before conducting any business. The Associate Dean for Student Activities must approve those items which the vendor seeks to market on campus. Vendors must complete the vendor agreement form presented by the Office of Student Activities. The time table established for vendors is from the beginning of the fall term until October 15; and from March 15 until the end of the spring term.

Smoking

Smoking of tobacco at Mary Washington College is prohibited in all buildings except in areas identified by "Smoking Permitted" signs. In all cases, the right of the nonsmoker to protect his or her health and comfort will take precedence over an individual's desire to smoke. The College will provide smoking cessation programs for those who are interested.

Social Events on Campus

1. College organizations that want to sponsor a party in the Woodard Campus Center must make a request at least 14 days prior to the event. This request must be submitted to the Student Activities Office, Woodard Campus Center. The sponsoring organization must complete the Woodard Campus Center Activity Form which outlines all of the guidelines for the event. The capacity for the Woodard Campus Center's Great Hall is 850.
2. The Campus Center's Great Hall is a facility to be used for a variety of events such as parties, dances, formal dances, receptions, concerts, shows, banquets, etc. Great Hall scheduling priority is given to events open to the entire campus.
3. The Underground (Lee Hall) is designed to provide entertainment for students in an informal setting. Officially recognized College organizations may sponsor live entertainment in The Underground. (Capacity 250)
4. The Eagles Nest in the Woodard Campus Center may be used by organizations to sponsor live entertainment; however, no admission may be charged. Organizations should schedule any entertainment through the Director of the Eagles Nest.
5. Requests to schedule Goolrick Hall for College-wide events (without refreshments) will be considered on an individual basis.
6. Dodd Auditorium is a facility to be used for various shows such as a Student Talent Show, a Lipsync show, movies, concerts, etc.
7. No beer or alcoholic beverage is permitted at any outdoor activity or event on the College campus.
8. Arrangements for all events must be made through the Associate Dean for Student Activities.

Student Organizations

Membership—Any student organization may seek to become approved by the Student Association. Whether or not such approval is granted, registration with the Office of Student Activities is required. Only full-time undergraduate students may be members of College clubs or organizations.

To hold office in any organization, a student must be registered for at least twelve (12) hours of academic credit. A student placed on academic or disciplinary probation is not eligible for election to any office in a student organization, nor may he or she represent the organization in any way off-campus. If a student is placed on academic or disciplinary probation after election to an office, his or her position will be declared vacant by the Student Association Executive Cabinet.

Faculty Adviser—Every student organization must have a faculty adviser unless special arrangements are made through the Office of Student Activities, for an adviser from outside of the College community. Unless the adviser is specifically named in the organization's constitution, each organization shall elect its adviser in March to serve for the next academic year. The name of the faculty adviser must be submitted to the Associate Dean for Student Activities. The adviser should be a member of the faculty or staff who is interested in the organization to the extent of being willing to meet with and advise the group. Duties of the faculty adviser are:

1. To assist the group in carrying out its stated purposes
2. To aid in decisions concerning all social functions of the group
3. To represent the organization to the faculty and the administration
4. To be acquainted with and to help the organization maintain the rules of the College
5. To attend events sponsored by the organization

The duties of the organization toward the faculty adviser are:

1. To invite the adviser to attend meetings and events sponsored by the organization
2. To consult with the adviser concerning proposed functions
3. To keep the adviser updated as to the activities and plans of the organization.

Guests—Off-campus guests may be invited to any function by an individual member of a group. The individual member who makes the invitation will be considered responsible for the conduct of his or her guest.

Off-Campus Trips—Recognized student organizations scheduling College transportation for trips should follow these guidelines: the trip should relate to the purpose of the group or serve to represent the College in an official capacity;

a representative of the College administration or faculty must accompany the group on each trip; only College-related personnel or students are allowed to be transported in College vehicles; and students on disciplinary probation are ineligible to make such trips. Arrangements must be made through the Office of Student Activities at least 5 days prior to planned travel. Transportation is allocated on a vehicle available basis. Out-of-state trips must have the approval of the Executive Vice President of the College. Any absence from class is subject to authorization by the appropriate faculty member. (This procedure does not apply to academic field trips.)

Student Organization Accounts

Any recognized student organization or club may receive an allotment from the MWC Finance Committee. Any recognized student group is required to maintain all funds in the Student Accounts Office. Failure to comply with this policy will result in the organization being ineligible to receive further funding through the College. Funds received from the MWC Finance Committee may not be used for charitable donations to non-MWC organizations or for awarding student scholarships.

Student Organization Approval

Any student organization may seek approval by the Student Association through either the Executive Cabinet, the Inter-Club Association, the Board of Publications and Broadcasting, or the Association of Residence Halls. Any approved organization may seek to be recognized by the Mary Washington College administration by filing an application for recognition with the Office of Student Activities. A group that has not received official administrative recognition may not, in any way, identify itself with Mary Washington College, nor may it receive funding from the Mary Washington College Finance Committee. Non-recognized student groups are allowed to hold meetings on campus on a space available basis, and can reserve a meeting space by contacting the Office of Student Activities. Flyers and notices used by non-recognized student groups must first be approved by the Office of Student Activities and may be posted in designated spaces. (See Posters-Signs-Notices-Banners-Advertisements pg. 29)

Scheduling Chart

Type of Equipment Name of Facility	Responsible Office	Location	Extension
Academic Buildings	Office of the Associate Dean for Academic Administration	209 G.W. Hall	4694
Amphitheater	Office of Student Activities	Campus Center	4023
Athletic Fields	Office of the Director of Physical Education Facilities	106A Goolrick	4327
Audio-Visual Equipment	Audio-Visual Center	Chandler	4646
Ball Circle, Westmoreland Green and other areas adjacent to residence halls	Office of Student Activities	Campus Center	4023
Ballroom, Lee Hall	Office of Admissions	Lee Hall	4681
Food Service Equipment (Punch bowls, ladles)	Office of Dining Hall Manager	Seacobeck	4676
Dodd Auditorium	Dodd Stage Manager	5 G.W. Hall	4513
Great Hall	Office of Student Activities	Campus Center	4023
Library (Woodard)	Office of the Library Director	Woodard Library	4594
Meeting Rooms	Office of Student Activities	Campus Center	4023
Residence Halls	Office of Residence Life	205 Lee Hall	4673
Student Association Conference Room	Student Association Executive Cabinet	Campus Center	4308
The Underground, Lee Hall	Office of Student Activities	Campus Center	4023
Trench Hill	Alumni Affairs	Trench Hill	4648
Transportation for College Organizations	Office of Student Activities	Campus Center	4023

The following resolution was passed by the Rector and Board of Visitors of Mary Washington College concerning non-recognized student groups:

RESOLVED by The Rector and Visitors of Mary Washington College this the 11th day of November, 1989, that:

1. The College's policy of refusing to recognize student groups that discriminate in membership based upon race, color, religion, disability, national origin, political affiliations, marital status, sex, or age, is reaffirmed.
2. The College's practice of allowing non-recognized student groups to meet in College facilities that are made available for such purposes to recognized groups, and to non-College individuals, organizations, and groups, is also reaffirmed. It is understood that applicable procedures found in the Mary Washington College Student Handbook will continue to govern scheduling of College facilities for use by student and non-student groups.
3. The College's procedures for the establishment of a reasonable time, place, and manner for the display of posters, signs, notices, banners, advertisements, and the like are also reaffirmed.

Student Sports Clubs

Men and Women's Rugby Clubs and the Crew Club may receive funding from the Director of Campus Recreation. Petitions to become a sports club and requests to use College facilities for these sports must be approved by the Director of Campus Recreation, Room 215, Goolrick Hall.

The Underground

The Underground is designed to provide entertainment for students in an informal setting. Entertainment consists of recorded music, and live performances by both students and professionals. Talented students are encouraged to perform when sponsored by a campus organization. Arrangements must be made with the Associate Dean for Student Activities. The following rules and procedures exist:

1. The Underground capacity is 250.
2. Admissions Policy:
 - a) Only members of the Mary Washington College community and their guests may use the Underground.
3. Sponsoring Live Entertainment:
 - a) Approval must be given by the Associate Dean of Student Activities. Sponsors must complete an Underground Activity Form a minimum of 5 working days prior to the event.
 - b) An admission fee up to \$3.00 may be charged by the sponsoring group to cover the cost of entertainment.
 - c) Sponsoring organizations will be responsible for the conduct of entertainers and their workers and guests. All non-MWC workers must be cleared with the manager and signed in by the sponsor. Entertainment must be set up 30 minutes before opening and ready to perform when the Underground opens or the event will be cancelled and the regular DJ will entertain. Entertainers must plan their sets to conclude at least fifteen (15) minutes before the Underground closes.
 - d) The sponsors must be in the Underground the entire evening and remain until their entertainers exit the premises.
 - e) Sponsors are required to communicate to the manager on duty the schedule of events for the evening.
 - f) The manager on duty has the authority to close the function down at any time.
 - g) Underground programs must end at 11:45 p.m. for Wednesdays and 1:00 a.m. for Fridays and Saturday events.

Traditions at MWC

Fall Homecoming Weekend: A special weekend that brings alumni to campus in the fall. Students and alumni enjoy fellowship, sports events, and a dance.

Family Weekend: Held each fall, this occasion gives the families of Mary Washington students a chance to visit the campus and become acquainted with various academic and social programs. An all-student talent show, sports events, and a picnic are special features of this important College tradition.

Halloween: This is the biggest party and the major social event of Fall Semester! Costumes, horror movies, and many other activities highlight this two-day event.

Black History Month: Major entertainment, guest speakers, and a dance are all part of Mary Washington's commemoration of Black History Month.

Junior Ring Week: Presentation of class rings, a formal dance, and a concert are the major events that mark the achievements of the rising senior class. The Ring Presentation Ceremony is also the occasion for tapping new members of Mortar Board, a special honor society for seniors who have made outstanding contributions in scholarship, leadership, and service.

Devil Goat/ Caribbean Fest Day: This tradition is unique to Mary Washington College in which Goats (classes graduating in even numbered years) compete against Devils (classes graduating in odd numbered years) in games and athletic competitions. A picnic, reggae band, and cancellation of classes for the afternoon make this spring event very popular.

Senior Week: This program takes place following the conclusion of Spring Semester and allows graduating seniors the opportunity to congregate, celebrate, and reflect as a class. Scheduled activities include Senior Convocation, Graduation Ball, Senior Picnic, and other activities. The week culminates with Graduation.

Unauthorized Entry/Trespass

No student shall enter or remain in a private room, office or restricted area under control of another student, faculty member or College official except by permission or invitation of the resident student, faculty member or appropriate College official. Further, any unauthorized student entering a College-operated building or room that has been closed or locked shall be guilty of trespassing.

Individuals who are not Mary Washington College students but who commit any of the above infractions will be prosecuted and may be prohibited from returning to the Campus.

Weapons and Projectiles

No student shall keep, use, possess, display, or carry any rifle, shotgun, handgun, or other lethal or dangerous devices capable of casting a projectile by air, gas, explosion, or mechanical means on any property or in any building owned or operated by the College. In addition, no student shall keep, use, possess, display, or carry any toy weapons which resemble any real weapons, any swords, any illegal knives, any explosives (including fireworks, sparklers) or any other such devices which could be used to threaten the safety or well-being of a person on any property or in any building owned or operated by the College.

No student shall throw or cause to be projected any object or substance that has potential for defacing or damaging college or private property or causing personal injury or disruption.

Residence Hall Policies & Guidelines



May I have an air conditioner in my room?

What do I do with my junk over the summer?

What is the College's guest policy?

Overview

Life in a residence hall* is a very important aspect of college education. Residence halls are more than just dormitories or places to eat and sleep. They are places where the student can develop meaningful friendships, explore new ideas and become involved with the College community. Students in the residence hall community represent many different cultures. Thus, memorable experiences result from the exploration of new ideas and the acceptance of diverse points of view.

The residence halls have a professional and student staff members who develop a living environment which promotes close inter-personal relationships, individual growth, and a sense of community and individual responsibility. The Resident Director is responsible for the management of the building, counseling of residents, supervision of the resident

assistant staff, and development of hall programs. The resident assistants provide information, peer counseling and facilitate programming for the residents. In addition, staff members have been trained to deal with emergency situations and to protect individual and institutional rights through the enforcement of College policies. They assume the administrative responsibilities of a residence hall and facilitate open communications between all members of the College community.

*The words residence hall or hall are used interchangeably and refer to any residential unit on campus. No differentiation is made between residence halls and houses in the policies and guidelines set forth in this section.

Roommate's Rights

The following statement of Roommate's Rights delineates the basic rights of all students living in campus housing. Resident's rights can supersede any and all community standards.

Frequently conflicts between roommates revolve around the possible infringement of rights. A roommate relations brochure is available from the Office of Residence Life to help students avoid visitation conflicts. This brochure provides guidelines for developing a written agreement, called a contract, between roommates. Based on the principles of the resident's rights listed below, the roommates can discuss and then place in writing, the manner in which they will handle issues such as smoking in the room, and use of each other's possessions.

1. The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep or study without undue disturbance from noise.
3. The right to expect that a roommate will respect one's personal belongings.
4. The right to a clean environment in which to live.
5. The right to free access to one's room and facilities without pressure from a roommate.
6. The right to personal privacy.
7. The right to host guests with the expectations that guests are to respect the rights of the host's roommate and other hall residents.
8. The right for redress of grievances. Residence hall staff are also available for assistance in settling conflicts.
9. The right to be free from fear of intimidation and physical or emotional harm.
10. The right to be free from harassment: racial, sexual, or otherwise.

Community Standards and Hall Council Governments

The Community Standards Program gives students the opportunity to contribute to the quality of life within their residence hall, in which the residents are collectively called the Community. Each student has the opportunity to choose rules by which he/she lives in the residence hall, enforce these rules, and impose sanctions when students break these rules. It is hoped that students will become more responsible for their own actions if given the opportunity to govern their own and their peer's behaviors. It is expected that peers will influence each other in adhering to the values which they have chosen. Therefore, the Community creates a supportive environment in which individual rights, as well as community values are respected. The Community is responsible for providing an environment which enhances and complements students' academic pursuits and fosters the personal development of community members.

Students and staff are prepared for participation in this program by receiving training in certain skills, such as assertive communication, negotiation and ethical decision-making. Students may find these skills useful when deciding Community Values (rules governing various aspects of residence hall life). Resident Assistants will meet with small groups of students, who will discuss and decide (by consensus) the rights and responsibilities of community members. Rules such as quiet hours, visitation, damages, 24 hour study rooms, telephone use, kitchen use and storage use are negotiables which the students may decide upon. Students may choose to adhere to the rules which have already been set as a standard in the Student Handbook. These rules will remain in force until the residents reach a decision. Safety regulations and policies based upon the Code of Virginia and/or Federal laws are not negotiable. Issues which may affect

the entire building, such as quiet hours and visitation will be decided by Hall Council, based upon recommendations from individual hall groups. If a rule does not seem to be appropriate or working, any member of the community may present a proposal to Hall Council for re-consideration during a scheduled meeting. Once the rules of the residence hall have been decided, these rules should be posted as "Community Values." Each living unit which has specific rules should, likewise, post the agreed-upon rules.

Violations of the Community Values may be reported and/or written up by any member of the community. Incident Reports are completed and given to Resident Directors to review and route to the appropriate disciplinary process. The Community Standards Coordinator, elected as an officer of Hall Council, is responsible for appointing a Peer Judicial Board to review alleged violations of Community Values. See the procedure for processing alleged violations under the "MWC Judicial System" (pages 42-43).

Hall Councils

The hall council serves as the representative governing body for each residence hall. The hall council is comprised of the executive cabinet (president, vice president, treasurer, secretary, community standards coordinator, and social and publicity chairpersons) and floor representatives. Resident directors also serve as hall council advisers and act as a valuable resource for facilitating community development. Hall councils serve to coordinate the community standards program within each residence hall. To that end, hall councils sponsor membership elections, conduct weekly meetings, sponsor activities and programs, collect dues, initiate hall council proposals, recommend applications for residence life staff positions, coordinate voting procedures, and contribute to the Association of Residence Halls.

Accident Report Procedures

It is important that the Resident Director or Resident Assistant be notified immediately when an accident occurs involving injury to a residential student on or off-campus. The Resident Director, College Police Office, and Health Center will inform the Office of the Dean of Students of the accident. Residential students or commuting students who have paid Health Center fees, may seek medical aid in the College Health Center when there has been an injury of any kind. More severely injured students may be transported to Mary Washington Hospital by College Police.

Assignment of Residence Hall Rooms

Residence hall rooms are only available to students classified by the College as having full-time student status. Residents are responsible for all activities that occur in their assigned rooms. Each student must occupy the room assigned by the Director of Housing and a student may not change a room assignment without permission from the Housing Office (ACL 205). A student may not sublet an assigned room. In case of withdrawal from the College during the academic year, a student is required to vacate his/her room within forty-eight (48) hours after the withdrawal date. If circumstances result in one student occupying a double or triple room or two students occupying a triple or a quad, the student(s) may be assigned a new roommate(s). Single rooms are available only to students with special health needs. Students who misrepresent the truth, intimidate assigned occupants, or otherwise attempt to manipulate the housing process illegally will be subject to judicial action and/or contract termination.

Change of Status From a Residential to Commuting Student

A student who desires a change of residence which involves leaving college housing for private housing or vice versa must notify the Office of Residence Life. The spring deadline date for a change of status from a residential to commuting student is April 3, 1992. Continuing students who change status from residential to commuting student after April 3 will forfeit the \$200 deposit and must then make a deposit of \$100 if they wish to continue as commuting students. A student who changes from residential to commuting after June 30 of the year will be required to pay the room charge for the entire 1992-93 academic year. A student who moves off campus during a semester or has his/her privilege to reside in the residence hall removed by the College will be required to pay the room charge for the entire academic year. The Dean of Students may recommend that a student be exempt from his/her contract in extreme circumstances.

Damage to College Property

Each student is responsible for the general condition of the premises assigned to him/her. Damage and/or vandalism of College property and unsanitary conditions within residence hall rooms are not tolerated. A student guilty of any one of these actions can expect to have his/her privilege of living in a residence hall promptly withdrawn by the College. Charges for malicious damage, defacement of College property, or removal of College property in the room/common areas will include labor, material, and administrative costs. Charges will be assessed to occupants of the room by the Physical Plant. If charges are related to a common area, they will be assessed equally among residents of the floor or hall by the Hall Council. Common areas are defined as areas in common use, such as bathrooms, lounges, recreation rooms, units, or corridors.

Unsanitary conditions created by students in a room or hall will be remedied at the expense of the responsible student(s). For more detailed information on room damage costs, consult the Resident Director or The Associate Dean for Residence Life (205 Lee Hall).

Emergency Situations

Any emergency situation, (e.g., fire, accident or mechanical failure), should be reported to the residence hall staff and College Police immediately. Dial Ext. 333 to reach College Police in emergency situations.

Fire Alarms, Drills, and Equipment

When the fire alarm sounds, everyone must evacuate the residence hall as quickly as possible. Failure to evacuate may result in penalties up to suspension from the Residence Hall. It is required that students close windows and transoms; turn off all appliances; wear a coat and shoes and take a towel to aid in breathing in a smoke filled area; keep to the right on stairs; evacuate quickly and meet at the designated point farthest away from the building. Students must remain outside the residence hall until the reentry signal is given. When personally aware of a fire:

1. Pull the fire alarm.
2. Dial College Police (Ext. 333) and describe the location of the fire as clearly as possible.
3. Notify a staff member immediately.
4. Evacuate the building.

Three fire drills are held each semester in the residence halls. They are conducted by each residence hall Fire Marshall under the direction of the Campus Fire Marshall. Printed instructions for the fire drill procedures are issued to the occupants of each room in the residence hall. Each hall resident should, however, determine for himself or herself the

location of the fire extinguisher and fire exit nearest to his or her room. Smoke detectors have been placed in the hallways, stairwells, and rooms of residence halls. Persons who knowingly give or turn in a false alarm of fire are guilty of endangering the lives of other people and may cause damage to the person and/or equipment responding to such false alarms. Improper use of fire extinguishers, removal of fire extinguishers tie or pin, pulling a false alarm, or inappropriate activating of a smoke detector, or any tampering with fire safety equipment will result in severe disciplinary action such as suspension from the residence hall or suspension from the College. In addition, the person responsible will be expected to pay for all damages or destruction of property incurred.

Fire Safety Regulations

It is essential that all residents observe the following fire safety regulations to prevent fire in residence halls.

1. **NO OPEN FLAMES** or any incendiary devices are permitted in the residence halls (e.g., candles and incense burners).
2. The storage or use of flammable liquids or substances (e.g., such as gasoline, kerosene) is strictly prohibited.
3. Electrical appliances with exposed heating elements, (e.g., toaster ovens, hotplates) are prohibited.
4. All approved appliances must be U.L. rated.
5. Bicycles, furniture, trash, or other obstacles may not be kept in hallways/doorways, or placed in any manner that interferes with exit from the building or residence hall room.
6. Cut Christmas trees or greens are not allowed in student rooms.

Furnishings For Residence Hall Rooms

The furnishings provided by the College consist of a bed, mattress, (standard twin), dresser, desk, and chair. Not included are pillows, blankets, linens, towels, study lamps, irons, curtains, or bedspreads. No furnishings in the lounges, parlors, or any other areas of the residence hall may be removed. Furnishings in a student's room may only be removed with the approval of the Resident Director. Such furnishings must be stored in designated storage rooms and remain the responsibility of the student. Students are not permitted waterbeds or like furnishings. Students, however, may construct lofts (according to Loft Policy).

Guests: Responsibility For

All guests are expected to abide by College regulations. Each student is held responsible for the behavior of his/her guest(s). The student's responsibility includes restitution for damages and disciplinary action. Residents are welcome to have overnight guests, according to Community Standards, after the resident has the prior approval of his/her roommate(s). Siblings who are members of the opposite sex must also follow Visitation Hours and, therefore, may have to arrange for overnight accommodations with a member of the same sex. Guests may stay a maximum of two nights within a week. Guests who abuse this or other visitation privileges will be asked to leave and denied future visits. Guests must present a driver's license or other picture identification to the reception desk aide in order to visit within a residence hall. Student Hosts/Hostesses are required to register their guest in a guest book and escort guests at all times.

Keys

Duplication of keys is prohibited. Room and hall keys are for personal use only and are not to be given to any other individual. There is a lost key charge of \$15.00 for room keys and \$25.00 for entrance door card keys. It is important for students to report a missing entrance door key as soon as possible, to facilitate security measures.

Loft Policy

Students build lofts to provide a more personalized residence hall room and to give a room more floor space for desks, stereo equipment, plants, and other personal belongings.

Residence hall students wanting a loft in their room may build their own loft or buy a kit as long as construction meets the specifications outlined in the "**Loft Specifications**" and "**Construction Guidelines**" forms. These forms may be obtained from the Resident Director of each hall. Do not begin loft construction prior to obtaining and completing these forms. This policy is not negotiable under the Community Standards Program.

Loft Construction Specifications

Lofts are temporary structures built at the expense and risk of room occupants. The following guidelines reflect the College's interest in providing safe room accommodations while encouraging room personalization. *Loft Permits* are available from your Resident Director.

1. Materials (minimum standards)

- A. Lumber—standard construction grade or better
- B. Fasteners—through bolts with washers at all connections
- C. Uprights—4 x 4 or 2 x 6 dimension lumber for all primary vertical support pieces. Attach cross braces to uprights for support.
- D. Mattress Support—5/8" thick plywood for support deck—1-1/4" countersunk wood screws to connect deck to frame—1" x 3" (nominal) lumber braces (i.e., slats) spaced 24" apart to support deck

2. Size

- A. The top surface of the mattress must be at least 30" away from the ceiling.
- B. Lofts whose support decks measure 89" x 42" usually meet State Fire Code Regulations that relate to sprinklers and smoke detectors. Larger decks usually prevent the full-functioning of sprinklers and smoke detectors and therefore do not meet state fire code. Consult your Resident Director for exceptions to the 89" x 42" guidelines.

3. Safety

- A. Sprinklers—Loft construction must not compromise the full functioning of sprinklers. For example, loft support decks must not block the normal distribution of spray, and personal belongings must not be attached to the sprinklers.
- B. Smoke Detectors—Loft construction must not compromise the full functioning of the smoke detector. Furthermore, personal smoke detectors may be required to provide adequate protection.
- C. Safety Bar (Optional/Recommended)—Lofts equipped with safety bars provide added protection against injury due to accidental falls.

4. Extension Cords—Size #16-2 wire or larger (e.g., #14-2, #12-2).

5. Inspections—The Office of Residence Life, Physical Plant, and State Fire Marshal's Office reserve the right to inspect individual loft construction.

- 6. Construction—Self-supporting and free standing
 - No attachments to walls, ceilings, floors, etc.
 - Must not block windows
 - Loft and wall "intersections" should be padded with pieces of carpet to avoid any damage to paint or walls.

7. Etcetera—All sawing and loft construction must be done outside of the residence hall (i.e., no sawing or scraps of wood or accompanying trash may be left in the hallways and common areas.

- Lofts and other furniture must not block air flow or access to the heaters.

—Lofts must be taken apart no later than the last day of spring semester classes (which is **before Reading Days** and stored in a room or off campus.

—The College does not provide summer storage facilities.

Opening and Closing of Residence Halls

Opening and closing dates and times for room occupancy are specified in the College calendar and must be observed. Residence halls are closed during vacations and no student is permitted to remain in a residence hall during these periods. Residents wishing to remain in the residence halls for graduation (except graduating seniors) must obtain special permission from the Associate Dean for Residence Life. Residents are expected to check out of their residence hall within 24 hours after their final semester exam unless special permission is granted from the Resident Director. Residents who fail to check out prior to vacations, during room changes, or at the end of the semester, according to established guidelines, will be subject to a \$25.00 fine.

Prohibited Items/Activities

The following items are prohibited in the residence halls and will be confiscated immediately:

- **Animals**—Out of consideration for people with allergies, and because of possible health hazards, only aquarium fish are permitted in the residence halls. This prohibition includes "residing" and well as "visiting" pets. In case of violations, all the residents of the room are in violation of the policy and are subject to disciplinary action, regardless of who may claim ownership of the animal.
- **Candles, incense, oil lamps, kerosene heaters**
- **Cut Christmas trees in student's room.**
- **Electrical appliances**—Personal hot plates, toaster ovens, electric frying pans, microwave ovens, personal refrigerators over 60 watts, air conditioners, unless preapproved, or other appliances with exposed heating elements are prohibited. Use of irons is permitted only in designated pressing rooms.
- **Exterior radio and television antennas**
- **Firearms, fireworks and any dangerous chemical or explosive materials**
- **Illegal drugs and drug paraphernalia**
- **Illegal tapping into or use of the cable television signal**
- **Waterbeds**

This policy is not negotiable under the Community Standards Program.

Quiet and Courtesy Hours

Most residential students choose to study or sleep in their residence hall rooms between the hours of 7:00 p.m. and 9:00 a.m. each day. Every hall council will receive input from residents to assist them in deciding the most appropriate quiet hours for their hall. Quiet Hours are defined as: those hours when stereos and televisions are to be quiet, conversations "kept down," and the utmost consideration is given to those who are studying or sleeping. Courtesy Hours are in effect during those times when Quiet Hours are not in effect. Courtesy Hours refer to those times when residents are to be considerate of the needs of those students who are studying or sleeping **regardless of the time of day/night.**

Reading Days

Twenty-four (24) hour quiet hours will be in effect during Reading Days and examination periods. Visitation is limited to 24 hour study lounges during these times.

Room Inspections and Reservation of Rights by the College

Rooms may be inspected during each vacation period for physical condition and cleanliness. A student who is negligent regarding the care of his/her room can expect to have his/her privilege of living in a residence hall withdrawn. The College reserves the right to (1) change any room assignment with corresponding room rate; (2) enter any room for routine or emergency maintenance, cleanliness inspections, and other valid reasons (e.g. search and seizure); control use of rooms in the event of an epidemic; and (3) terminate the housing contract for a violation of any provision of the contract, College rules and regulations, or for other reasons deemed sufficient by the Dean of Students.

Safety

Campus safety conditions reflect those of the greater Fredericksburg community; therefore, for reasons of safety, students are urged to avoid dimly lighted areas on campus after dark. Students should report any incidents immediately to the College Police (Ext. 333). There are telephones in the academic buildings, parking lots, Battleground and tennis courts, to call the College Police.

All students are urged to lock their residence hall room and to make sure that the front door of the residence hall is secure after entry is completed. Special locks or chain locks on doors are not permitted.

Drying racks, trunks, suitcases, or obstructions may not be placed in hallways, steps, doorways, or blocking access to windows.

Storage of Personal Belongings

Limited provisions for storage space of properly marked trunks, and large suitcases is made in each residence hall. Items to be stored must be plainly labeled with student's name, address and date. No other items may be stored. Students may store bicycles in their room whenever the residence halls are closed throughout the regular academic year. The College is not liable for any items stored by students at any time. Students are encouraged to review personal insurance policies to determine if their personal belongings are insured. Community groups within the residence halls may decide the most appropriate procedures for storage, including the sanctions for violating those procedures.

Telephones

The telephones in the residence halls have been installed for student convenience. If the telephone is not working correctly, report it to the Resident Director or Resident Assistant. Students may use the phones to call on campus or in the Fredericksburg area. Students cannot place long distance calls from hall phones. Pay phones and "charge-a-call" phones are provided for long distance calls. Personal phones are permitted in halls equipped with telephone jacks. These currently include Westmoreland, Willard and the special interest houses. Students who wish to have private lines installed in these residence halls should contact C&P Telephone Company directly.

C&P Telephone Company will investigate, identify, and prosecute alleged misuse of telephones. When offenders are convicted, the College will also take disciplinary action.

Community groups within the residence halls may decide the most appropriate procedures for telephone use, including the sanctions for violating those procedures.

Trash Disposal

Students are expected to remove trash from their rooms and deposit it in designated areas. Trash is removed from residence hall trash rooms on a regular basis. Trash left in hallways compromises sanitary conditions and is considered a fire hazard. Community groups within the residence halls may decide the most appropriate sanctions for violating trash removal procedures.

Twenty-Four Hour Study Areas In Residence Halls

1. Each residence hall may designate a 24-hour study area within the building. These areas will be designated by the recommendations of the Hall Councils with the approval of 66% of the hall residents.
2. During the hours that Inter-Hall Visitation is not in effect, escorted students may proceed to and from the study area, but they may not walk through any other area within the building. Students using the study area must be escorted at all times by a resident of the hall.
3. All 24 hour study area guests must be signed into the study area guest book at the hall front desk.
4. A resident is at all times responsible for the conduct and actions of his/her guests.

Visitation

Residence halls will open for inter-hall visitation, visitation by other students, and visitation by guests on Monday, August 26, 1991 when either the Resident Desk Aide schedule is completed or when a form of the Honor Sign-In policy is implemented. Friends and family members are welcome to accompany residents for the purpose of moving personal belongings.

Inter-hall visitation is defined as the hours when members of the opposite sex (who live in another building or off-campus) may visit a student in a residence hall. There is no inter-hall visitation during "Dead Week" (i.e. May 2, 1992 through Commencement).

Guest Sign-In/Out Procedures

MWC Students Who Are Guests of Another Student:

1. Must enter through the main entrance of the residence hall and present their student ID card to the desk aide. The desk aide will sign the guest's name, the room number being visited, and the time signed into the building.
2. Must sign-out (and retrieve the ID card) with the desk aide when leaving the building.
3. Must sign-in and sign-out in the guest registry at the reception desk when the desk aide is not present (i.e. Honor Sign-In).

Non-MWC Students Who Are Guests of a Student:

1. Must present a picture ID card to the desk aide. The desk aide will sign the host and guest's name, room number being visited, and the time signed into the building.
2. Must be escorted by the MWC host at all times.
3. Must be escorted by the MWC host to the reception desk so that the guest can be signed-out of the building with the desk aide.
4. Must be escorted by the MWC host to the reception desk in order to sign-in and sign-out of the guest registry when a desk aide is not present (i.e. Honor Sign-In).
5. Students are responsible for the actions of their non-MWC guests and are liable for any damages caused by a guest. The Resident Director or designee may permit a member of the opposite sex to be in a student's room while that student is moving into or out of the room or in other extenuating circumstances.

Inter-Hall Visitation Hours

Extended Weekend Visitation:

Upperclass Residence Halls

Monday-Thursday	9:00 a.m.-2:00 a.m.
Friday-Sunday	9:00 a.m.-Friday- 2:00 a.m. Sunday

Standard Visitation:

*Freshman Residence Halls (and the designated upper-class area with standard visitation).

Monday-Thursday	9:00 a.m.-12:00 midnight
Friday	9:00 a.m.-2:00 a.m.
Saturday	8:00 a.m.-2:00 a.m.
Sunday	8:00 a.m.-12:00 midnight

*At the end of the Fall semester, freshman residence halls whose residents have maintained a combined minimum G.P.A. of 2.0 will vote on whether the residence hall wishes to maintain standard visitation, or select extended weekend visitation on Friday and Saturday with standard visitation during Sunday through Thursday for the second semester. To make the change 80% or more of the residents must vote for the change to be implemented.

MWC Judicial System



How does the Judicial System work?

What rights do I have if I am suspected of a violation?

How do I appeal a sanction and to whom?

What is the Judicial Review Board?

Overview

The Judicial process is a learning experience which teaches the individual responsibility to oneself and the academic community. The Judicial System attempts to balance the needs of the community and the needs of the student. Hence, the Judicial System has two main objectives: to hold students accountable for inappropriate behavior and to modify those behaviors deemed inappropriate in order to maintain a positive living-learning environment within the College community. There are some behaviors which cannot be tolerated because they threaten the basic safety and/or well being of others in the community. By establishing a set of rules and regulations, the general welfare of all students can be promoted.

Since the President of the College is charged with the responsibility for the regulation of all aspects of student life at the College, the College administration must insure that the campus environment remains safe, comfortable, and

supportive of the mission and standards of the institution. In addition, an academic community should promote maximum opportunities for self government. To this end, the College administration has delegated certain authority to the Student Association for the establishment and enforcement of mutually agreed upon rules and regulations. There are other rules and regulations, however, for which the administration of the College maintains primary enforcement responsibility. In addition, violations of Local, State, and Federal Laws are subject to criminal prosecution by those bodies.

All students and other members of the College community are expected to uphold standards that reflect credit to themselves and the institution and to abide by all College rules and regulations. Should the conduct or action of a student or group of students be detrimental to the environment of the College, or interfere with the educational process or the operation of the institution, appropriate disciplinary action will be taken.

Procedures for Handling Violations of College Rules and Regulations

Members of the MWC Judicial System

Members of the MWC Judicial System which handle violations of College policy are: the Judicial Review Board, Administrative Hearing Board, Dean of Students or her designee (Resident Director/Head Resident, Associate Dean for Residence Life), the Honor Council, Executive Vice President, and President of the College. Members of the Judicial System treat all students with impartiality and adhere to the principles of due process. The name, status, and alleged offense of any student is not discussed with anyone other than appropriate institutional personnel. Except as required by law, the content of any judicial body deliberations or the vote on any case is not disclosed. Members of the Judicial System uphold institutional regulations in their conduct and perform their duties in an exemplary manner.

College Policy Violations Handled By the Judicial System

Violation	Member of Judicial System Handling Violation	Possible Sanctions
Alcohol Policy		
• Consumption/ Possession of Alcoholic Beverages, Underage Eagles Nest (first offense)	Dean of Students or designee	Banned from Establishment for Six Weeks, Educational Session (1 1/2 hours)
Eagles Nest (second offense)	Dean of Students or designee	Banned for One and One Half (1 1/2) Semesters from the Eagles Nest
Private Parties in Residence Halls (first offense)	Dean of Students or designee	Letter of Reprimand and Educational Session (1 1/2 hours)
Private Parties in Residence Halls (second offense)	Dean of Students or designee	Probation (for a finite period) for on campus housing and Letter of Reprimand (Extended)
Freshman Halls—"dry" for everyone (first offense)	Peer Judicial Board or Dean of Students	Letter of Reprimand and Educational Session (1 1/2 hours)
Freshman Halls—"dry" for everyone (second offense)	Peer Judicial Board or Dean of Students	Probation (for a finite period) for on campus housing and Letter of Reprimand (Extended)
• Alcohol (open) in public areas (residence halls, athletic events, campus (first offense)	Peer Judicial Board or Dean of Student	Letter of Reprimand and Educational Session (1 1/2 hours)
• Intoxication (first offense)	Dean of Students or designee	Letter of Reprimand and Educational Session (4 1/2 hours)
• Intoxication (Second offense)	Dean of Students or designee	Letter of Reprimand (Extended) Possible Suspension from Residence Halls for a specific time
• Person (of age) providing alcohol to underage person(s)	Dean of Students or designee	Letter of Reprimand and Educational Session (1 1/2 hours)
• Social Host Responsibility	Associate Dean for Residence Life or designee	Housing Probation—Suspension from Residence Hall
• Assault (physical) of another student/staff	Dean of Students or designee	Suspension or Expulsion from College
• Conduct (disorderly-obscene)	Dean of Students or designee	Letter of Reprimand—Suspension from Residence Halls
• Conduct (improper in Dining Hall)	Judicial Review Board	Letter of Reprimand—Suspension of privilege to eat in Dining Hall
• Desk Duty (Missed)	Peer Judicial Board	Fine—Assignment of Constructive or Educational Task \$75.00 Fine
• Desk Duty, Volunteer (failure to sign-up)	Peer Judicial Board or Associate Dean for Residence Life	
• Desk Duty (missed three (3) or more times)	Peer Judicial Review Board or Associate Dean for Residence Life	Loss of Visitation/ Fine
• Drugs (possession and/or use of)	Administrative Hearing Board	Suspension from Residence Hall—Expulsion from College
• Entry (unauthorized) and trespassing	Dean of Students or designee	Letter of Reprimand—Suspension from Residence Halls
• Fire Drill (failure to vacate Residence Hall)	Judicial Review Board	Letter of Reprimand—Suspension from Residence Halls
• Setting off Fire Extinguisher	Judicial Review Board	Fine \$100.00
• Fire Equipment (improper use of)	Judicial Review Board	Letter of Reprimand—Restitution, Fine, Suspension from Residence Halls
• Fire (lighting a fire in Residence Halls i.e. candles or other objects)	Dean of Students or designee	Suspension from Residence Halls—Expulsion from College
• Furniture—(Misappropriation in Residence Hall)	Peer Judicial Board	Reprimand—Fine
• Noise (excessive)	Peer Judicial Board	Assignment of Constructive or Educational Task—Warning
• Objects (thrown from windows)	Judicial Review Board	Restitution—Suspension from Residence Hall

• Property (destruction under \$350)	Judicial Review Board	Restitution—Letter of Reprimand
• Property (destruction over \$350)	Dean of Students or designee	Restitution; Letter of Reprimand—Suspension from Residence Hall
• Racial/Sexual Harassment	Dean of Students	Educational Task—Reprimand—Suspension—Expulsion from the College
• Roommate's Rights Violations	Resident Director/Head Resident	Fine—Assignment of Constructive or Educational Task
• Sexual Assault	Administrative Hearing Board	Suspension from Residence Hall to Suspension/Expulsion from the College
• Unsanitary Conditions (in Residence Hall)	Peer Judicial Board	Assignment of Constructive or Educational Task—Warning
• Visitation (failure to sign out)	Peer Judicial Board	Fine/Assignment of Constructive or Educational Task
• Visitation (violation of hours and failure to sign in)	Judicial Review Board	Visitation Restriction—Suspension from Residence Hall
• Weapons or Projectiles (possession or use of)	Dean of Students or designee	Letter of Reprimand—Suspension from Residence Hall.

Process by which Violations of College Rules and Regulations are Handled

When an alleged violation of college regulation occurs within the residence halls, a written report called an Incident Report, is made by a residence hall staff member. The student is asked by a staff member to read and sign this report. Signing this Incident Report indicates that the student(s) has read the Report.

If a student disagrees with any part or all of the incident report, he/she may submit a written request to contest within 48 hours. Contested reports written by Resident Assistants will be reviewed by the Resident Director/Head Resident, contested reports written by the Resident Director/Head Resident will be reviewed by the Associate Dean for Residence Life. If the report is felt to be inaccurate, it will be amended or destroyed.

If the student does not contest the Incident Report within 48 hours, it will be understood that the student admits to the facts and circumstances of the incident report. The Resident Director/Head Resident of the students involved will keep a copy of the report on file. Incident Reports are part of the student's conduct record. They may be considered individually or accumulatively to remedy the behavior problem. The appropriate official shall investigate the incident and determine the necessary accusation(s), if any. The Dean of

Students or her designee shall direct the case to the appropriate administrator, to the Judicial Review Board or to the Administrative Hearing Board. The accused student will be notified of the accusation.

If the student is to see the Dean of Students or another member of the administration, he/she must make an appointment no later than twenty-four (24) hours after notification. The purpose of this individual appointment is to discuss the accusation(s) with the student. If the accused student is not satisfied with the results of an appointment with the Resident Director, the accused may appeal his/her case to the Associate Dean for Residence Life. If the accused is not satisfied with the results of the appointment with the Associate Dean for Residence Life or the Dean of Students, the accused may appeal his/her case to the Administrative Hearing Board.

If the alleged violation will be heard by the Peer Judicial Board, the Peer Judicial Board Chairperson will notify the accused student in writing of the date, time, and place, which he/she will meet with the Peer Judicial Board to review the incident. The student will be given a specified amount of time to reschedule (if necessary), to specify if he/she intends to have a witness present to testify on his/her behalf, or to specify if he/she would like to exclude certain Board members from hearing his/her case. If the student wishes to appeal the decision of the Peer Judicial Board he/she may do so by specifying his/her appeal in writing to the Judicial Review Board Chairperson in 205 Lee Hall within the specified time frame.

If the student will have a hearing before the Judicial Review Board or the Administrative Hearing Board, he/she will be notified of the time of the hearing. This notification will be at least seventy-two (72) hours prior to the meeting. The seventy-two (72) hour time period may be waived in writing by the accused if he/she desires. If the accused student is not satisfied with the results of the appointment with the Judicial Review Board then the accused may appeal his/her case to the Judicial Appellate Board.

In keeping with the belief that discipline should be a learning experience, the Dean of Students or designee (i.e. Resident Director/Head Resident, the Associate Dean for Residence Life), and the Judicial Review Board will work with the student in attempting to remedy behavioral problems by:

1. reviewing the situation;
2. listening to the student's view of the situation;
3. discussing the effects of inappropriate behavior on the individual and the group;
4. using possible resource agencies on-campus or in the community to help correct the problem;
5. informing the student of the possible repercussions of any further behavioral problems;
6. applying the appropriate sanction, such as: payment for repair of damages, work projects, letter of reprimand or suspension from the residence halls.

Compliance With Judicial Process

No student shall engage in any activity that disrupts, unfairly influences, or obstructs the judicial process of Mary Washington College or the Commonwealth of Virginia. This includes but is not limited to activities such as:

1. Attempting to influence, intimidate, or threaten any witness, Council member, or other participant involved in the preparation of a case or the procedures constituting a judicial proceeding.
2. Inappropriate, illegal, and unjust distribution, announcement or publication of confidential judicial information, letters, or decisions.
3. Conducting oneself in an unruly and inappropriate fashion towards any official when being confronted on judicial matters.
4. Failing to completely cooperate with the Mary Washington

Judicial System, which includes complying with all restrictions/penalties set by the Judicial Review Board and College officials.

All students are expected to comply with any disciplinary conditions imposed upon him or her by a Judicial body or College official.

Due Process Rights

An accused student has the following rights:

1. The right to a fair and impartial hearing before the duly constituted judicial body or judicial officer.
2. The right to a presumption of innocence until proven guilty.
3. The right to an open or closed hearing. At an open hearing, only as many people as can safely fit into the hearing area may attend (except Peer Judicial hearings, which shall be closed).
4. The student shall have the right to an adviser of his or her choice, provided that person is willing to assist and advise the student during the investigation. The adviser may be a member of the Student Defense Commission or a faculty or staff member. This right shall extend to all judicial proceedings. A member of the Student Defense Commission may be contacted by calling the Student Defense Office located on 4th floor of Lee Hall.
5. The right to question all witnesses testifying against the student.
6. The right to present witnesses to testify in his or her defense. The Judicial body shall have the authority to limit the number of witnesses in order to avoid unreasonable delays where the testimony would be repetitious or unnecessary.
7. The right to be present during the entire hearing (except for closed judicial deliberation) and to know all evidence used in the proceeding. The student may, however, elect not to appear and failure to appear shall not be construed as an admission of guilt.
8. When contacted by the Judicial Chairperson the student has the right to plead guilty foregoing his/her right to a hearing.
9. The right to be notified in writing of the decision or recommendation of the judicial body or hearing officer within 10 days of the date of the hearing (excluding official college breaks).
10. The right to appeal to the appropriate body or College administrative official within five working days of receiving the judicial decision for any of the following causes:
 - a. evidence is not sufficient to support the finding of guilt
 - b. denial of due process
 - c. penalty was too harsh for the offense committed.

Disciplinary Actions

The following disciplinary actions may be given to students violating College policies and regulations. The disciplinary action will be presented in written form to the violator, with a copy sent to appropriate members of the judicial system and a copy placed in the student's personal file in the Office of the Dean of Students. **Students are on their honor to uphold disciplinary sanctions.**

- a. **Restitution***—The student is required to provide monetary reimbursement for repair/replacement of property or service rendered. Restitution, however, is not considered sufficient penalty for willful damage or destruction of property.
- b. **Fine***—The student is required to provide monetary compensation for violation. Money collected through fines will be contributed to the residence hall fund. *Restitution and fines are payable in cash or check payable to "Mary Washington College" and delivered to Mrs. Tammy Ostrander, Housing Director, ACL 205, by the appropriate date. Failure to meet the payment deadline will result in the charge being multiplied by two and referred to the

Office of Student Accounts for collection.

- c. **Reprimand**—A letter of censure for violation of College policies and regulations will be sent to the violator. The reprimand will cover a specific period of time, but no less than two weeks. If a student is found guilty of a breach of College regulations during this period of time, he/she will receive a more severe sanction.
- d. **Assignment of Constructive or Educational Task**—A task that benefits the individual, campus or community (such as a volunteer service or service-related activity) is assigned to the student.
- e. **Restrictions**—A student may be restricted from entering specified buildings or residence halls.
 - (a) **Loss of Visitation**—the individual loses his/her visitation rights for a specific period of time: for example, an individual under this sanction may not sign-in to another hall or have a visitor sign-in to visit them. The restricted individual's name will be placed on a loss of visitation list which is located at the front desk within the visitation booklet.
 - (b) **Social Probation**—the individual loses his/her social rights on campus for a specific period of time. No individual under this sanction may enter the Underground, Eagles Nest, mixers, or any campus-sponsored activity.
- f. **Probation**—the student may be suspended from on-campus housing if "involved" in a future violation during the specified period of time of the probation.
- g. **Suspension from the Residence Hall**—The student loses the privilege of living in a College residence hall for a specified length of time. At the end of this time, after receiving approval from the Dean of Students or designee, the student is allowed to reapply for residence hall living. The student may be admitted to a residence hall provided there is space available. During the suspension period the student may not visit in, or enter, any residence hall at any time for any reason unless otherwise specified. Persons responsible for payment of the student's College bills will be notified by telephone by the Dean of Students or designee when a student is suspended from the residence halls. When suspended from living in the residence halls, the student must leave the hall according to the terms of the sanction or within 72 hours after the sanction has been imposed.
- h. **Expulsion from the Residence Hall**—The student loses the privilege of living in College residence halls. When expelled from the residence halls, the student must leave the residence halls according to the terms of the sanction or within 72 hours after the sanction has been imposed.
- i. **Extension of Sanction/Transcript and Registration Hold**—Any student failing to comply with a disciplinary decision within the designated period will be assessed a sanction greater in severity than the original sanction. In addition, a transcript and registration hold may be placed on the student's academic record.
- j. **Suspension**—The student is separated from the College for a period of time (subject to approval of the President). Individuals responsible for payment of the student's College bill will be notified by telephone by the Dean of Students or designee. A letter will be sent to the student, the person responsible for the payment of the student's College bills, Student Records, Office of the Vice President for Business & Finance, Admissions Office, and copies placed in the permanent file in the Office of the Dean of Students. When suspended, the student must leave campus within 36 hours after the sanction has been imposed.
- k. **Expulsion**—Permanent removal of the student from the College is subject to the approval of the President. Persons responsible for payment of the student's College bills will be notified by telephone by the Dean of Students or designee. A letter will be sent to the student, person responsible for payment of bills, Student Records, Office of the Vice President for Business & Finance, Admissions

Office, and copies placed in the personal file in the Office of the Dean of Students. When expelled, the student must leave campus according to the terms of the sanction or within 36 hours after the sanction has been imposed. A student expelled from the College is ineligible for readmission.

Judicial Review Board

Philosophy of the Board:

All of the Board's activities, and ultimately its very existence, derive from a single principle: dedication to student responsibility for student actions. Thus the Board conceives of its role, in terms of the College judicial process, as one of mediation between the expectations of the College as an enduring institution, the needs and rights of the student body as a whole, and the needs, rights and impulses of the individual student. Each alleged violation of college rules is considered unique, due to the circumstances surrounding the violation; therefore, there is no system precedence. The sanctions it recommends represent, not an attempt to punish, but the result of the best possible balance of the three interests, and are a sincere attempt to communicate to the individual, at the most immediate level possible, that his/her actions have somehow damaged the mutual ongoing process of education.

Composition of the Board:

The Judicial Review Board shall be composed of the Judicial Chairperson and twelve elected members, three from each class. The Board is advised by the Dean of Students. If a judicial representative feels that he or she cannot hear the case objectively, the representative shall disqualify himself or herself from the hearing. A quorum of five must be present to hold a hearing. The others shall be reserved in the event of an appeal.

General Procedures

The Judicial Chairperson receives the Incident Report and will contact the accused. Students are given the choice of pleading guilty or having a hearing.

1. By pleading guilty, the student is admitting guilt to the incident and all statements from the report are assumed to be correct. The accused gives up the right to a hearing and is sent a form which must be signed and returned to the chairperson. The incident will be reviewed by the Board, and a determination will be made without the accused being present. The student is notified of the decision in writing.
2. If the accused feels there are any extenuating circumstances, it is his/her right to have a hearing. Upon request, the judicial chairperson will schedule a date and time for the accused to appear before the Board and explain the circumstances of the incident.

Procedures for Judicial Review Board Hearings:

1. The residence life staff member and accused student are introduced to the Board by the Judicial Chairperson.
2. All are reminded of the Honor Code.
3. The residence life staff member briefly relates to the Judicial Review Board the circumstances of the case and/or facts relevant to the case.
4. The Chairperson reminds the accused student that he/she does not have to testify.
5. The Chairperson asks the accused student to relate the circumstances surrounding the case to the Board.
6. Any other witnesses are then escorted into the Judicial Review Board room and reminded of the Honor Code.
7. The witnesses supporting the accusation give their testimony, followed by the witnesses supporting the suspected student.

8. The residence life staff member, accused student, and the members of the Board may ask questions at the conclusion of each testimony and presentation of evidence.
9. After testimony, the Chairperson adjourns the hearing for deliberation. The Board may recall the accused, the staff member and any witnesses to further question their testimony. At this time, additional comments may be made. The Judicial Review Board must reach a majority rule decision after discussion.

All records of a hearing (tape and minutes) in which a decision of guilty is given will be kept locked in the judicial files. It shall be the duty of the Judicial Chairperson to see that these records are properly and safely stored. Inspection of these records will only be granted to any person who may prove his or her legitimate interest in that case to the Judicial Review Board.

In the case of a not-guilty decision, all minutes and tapes of the trial shall be destroyed.

10. The Board is reconvened and the Chairperson announces the Judicial Review Board's decision.
11. The Judicial Chairperson must remind the accused student of the right to appeal the decision to the Judicial Appellate Board.
12. All hearings will be assumed closed unless the accused requests otherwise.
13. The disciplinary action will be presented to the violator in a letter with a copy to appropriate persons.

Procedure for Appeal to Judicial Appellate Board:

The Judicial Appellate Board shall be composed of the Judicial Vice Chairperson, and three non-biased members of the Judicial Review Board who did not sit on original hearing. All representatives will serve with equal voice and vote. An accused who has been found guilty of a judicial regulation by the Judicial Review Board, may, within five school days after notification of the decision of the Judicial Review Board, send a letter of appeal to the judicial chairperson requesting the Judicial Appellate Board to review the decision of the Judicial Review Board on any one or both of the following grounds:

- a. denial of due process
- b. penalty was too harsh for the offense committed

In an appeal, the student shall set forth in writing all of his or her objections to the action of the Judicial Review Board. The Judicial Appellate Board will meet after receiving the letter of appeal to reconsider the case. The accused is entitled to all rights and considerations such as the right to counsel, character witnesses, and an open hearing if so desired.

Procedure for Appellate Hearing:

1. The Judicial Vice Chairperson reads the letter of appeal to the Appellate Board and adds any relevant information.
2. Should the Judicial Vice Chairperson be involved in the hearing, the senior representative will act as temporary chairperson for the hearing.
3. The recording of the hearing is heard.
4. The appealing student may present evidence he/she feels supports his/her appeal.
5. The Appellate Board may question the appealing student, any witnesses, or the residence life staff member (if present).
6. After testimony, the Judicial Vice Chairperson adjourns the Board for deliberation. The Board may recall anyone who previously testified for further questioning and clarification. The Board may take one of the following actions:
 - a. sustain the findings and sanctions
 - b. sustain the findings, but alter (decrease) the sanctions
 - c. dismiss the charges against the student(s).

Violations Reviewed by the Judicial Review Board:

Serious or repeated violations of the Visitation policy, violations of college policies which are safety related, damage under \$350, and misconduct in the dining hall are reviewed by the Judicial Review Board. The sanctions of suspension from the residence halls and suspension of dining hall privileges must have the approval of the Dean of Students or designee. The Judicial Appellate Board hears all appeals.

Examples of Violations Include:

Destruction of Property under \$350 (pg. 43)
Failure to Vacate the Residence Hall During a Fire Drill (pg. 42)
Improper Conduct in Dining Hall (pg. 15)
Improper Use of Fire Equipment (pg. 37)
Missed Desk Duty and Fines (After Third Time) (pg. 42)
Visitation Violation (Students who were not properly signed into the Residence Hall and violation of hours) (pg. 43)
Disregard for Roommates Rights (pg. 43)
Objects Thrown from Windows (pg. 42)

Possible Sanctions Include:

Fine; Restitution; Reprimand; Suspension of Privileges in Dining Hall; Assignment of Constructive or Educational Task; Probation, Suspension from Residence Hall.

Dean of Students

With the consent of the accused, disciplinary hearings involving specific violations are handled by the Dean of Students or designee(s), the Associate Dean for Residence Life and the Resident Directors/Head Residents.

Most serious violations which occur outside the residence hall and violations which involve alcohol are reviewed by the Dean of Students. Appeals of the Dean's decision may be made to the Administrative Hearing Board. The sanction of suspension/expulsion from the College must have the approval of the President of the College.

Examples of Violations Include:

Destruction of Property over \$350 (pg. 43)
Disorderly-Obscene Conduct (pg. 30)
Trespassing, Unauthorized Entry (pg. 34)
Violation of Alcohol Policy (pg. 29)
Possession and/or Use of Weapons or Projectiles (pg. 34)
***Lighting a Fire in the Residence Halls (candles or other objects)** (pg. 37)
Infractions pertaining to the Mental Health Policy (pg. 47)

*The sanction given will be suspension from the residence hall.

Possible Sanctions Include:

Fine; Restitution; Reprimand; Assignment of Constructive or Educational Task; Probation, Suspension from Residence Hall; Suspension from the College; Expulsion from the College.

ASSOCIATE DEAN FOR RESIDENCE LIFE

Most serious violations which occur within the residence halls (except those areas overseen by Judicial Review Board) are reviewed by the Associate Dean for Residence Life. Appeals of the Associate Dean's decision may be made to the Administrative Hearing Board.

Examples of Violations Include:

Destruction of Property over \$350 (pg. 43)
Disorderly-Obscene Conduct (pg. 30)
Possession and/or Use of Weapons or Projectiles (pg. 34)
Social Host Responsibility (pg. 42)

Possible Sanctions Include:

Fine; Restitution; Reprimand; Assignment of Constructive or Educational Task; Probation, Suspension from Residence Hall; Expulsion from the Residence Halls.

RESIDENT DIRECTOR/HEAD RESIDENT

Most minor violations which occur within the residence hall will be referred to the Resident Director/Head Resident. Students may appeal the decision of the Resident Director/Head Resident to the Associate Dean for Residence Life.

Examples of Violations Include:

Excessive Noise (pg. 42)
Missed Desk Duty (up to 3 times) (pg. 42)
Pets in Residence Hall (pg. 38)
Visitation Violations (students who leave the residence hall on time but fail to sign out) (pg. 43)
Unsanitary Conditions in Residence Hall (pg. 43)
Procedural Visitation Violations (students who are properly signed into the Residence Hall but leave within five (5) minutes of the conclusion of visitation) (pg. 43)

Possible Sanctions Include:

Fine; Warning; Restitution; Assignment of Constructive or Educational Task.

Administrative Hearing Board

An accused student may appear before the Administrative Hearing Board if the Dean of Students or Designee feels an Administrative Hearing before this Board is necessary or if the accused student appeals an administrative decision to this Board.

Generally, a hearing will take place prior to the College enforcing any disciplinary action; however, if the student is accused of a violation that results in criminal prosecution or is of a nature that may endanger or disrupt the well-being of the College community, the student may be suspended from the College until such time as the hearing can be scheduled. The purpose of the hearing is to provide a full account of the circumstances and facts involved.

The Administrative Hearing Board shall have full authority to determine the disciplinary action, if any, to be imposed upon a student found guilty of a violation. An exception exists however, if the Board determined that the student should be expelled from the College. In this instance, the presiding officer, the Board Chairperson, shall brief the President on the circumstances and findings prior to the decision becoming final. If for any reason, the President of the College concludes that a lesser penalty be more appropriate than expulsion, the President may accordingly amend the decision of the Board. The President may not impose a punishment more harsh than that of the Administrative Hearing Board.

Composition of the Administrative Hearing Board and Responsibilities of the Chairperson

1. The Administrative Hearing Board will consist of eight (8) members from the College community, each of which are appointed annually by the President of the College in consultation with the Campus Judicial Chairperson. Representatives from both the faculty and the administration will occupy six (6) positions on the Board. Two voting

members of the Administrative Hearing Board shall be the Student Association President and the Campus Judicial Chairperson, or their appointed designees. The Chairman of the Administrative Hearing Board shall be appointed in addition to the eight (8) Board members. He/She will preside over the proceedings and investigation. The responsibilities of the Chairperson of the Administrative Hearing Board shall include:

- a. protecting the accused student's right to confidentiality and guaranteeing due process;
 - b. contacting the members of the Hearing Board to notify them of the date, time, and location of the hearing;
 - c. notifying the President of the College of the Board's decision.
2. A quorum of four must be present to hold the hearing. One student member, or appointed designee, must be part of the quorum.
3. The Chairperson of the Administrative Hearing Board shall provide for the proceedings of the hearing to be tape recorded solely for the purpose of providing the President with a record of the hearing in the event the student may appeal the decision. No recording or taping of the hearing shall be made by other persons. The Chairperson shall maintain the hearing tape for the period of time the student is allowed to make the appeal. If an appeal is not made within the time allotted, the Chairperson shall erase the hearing proceedings from the tape. In the event of an appeal, the tape shall remain in the possession of, and under the control of the President until final disposition of the appeal. The student shall be provided reasonable access to the tape for purposes of review, with the understanding that no duplicate of the tape shall be permitted.

Administrative Hearing Board Procedure

1. If after completion of the appointment with the Dean of Students or designee, the accused student is not satisfied with the results of the appointment, then the accused may request an Administrative Hearing. This request should be made in writing to the Chairperson of the Administrative Hearing Board within five days of completion of the appointment. If after completion of the appointment with the accused student, the Dean of Students or designee feels that the case should be heard by the Administrative Hearing Board, then the administrator may request an Administrative Hearing. This request should be made in writing to the Chairperson of the Administrative Hearing Board within five days of completion of the appointment with the student.
2. The Chairperson of the Administrative Hearing Board will notify the accused of the date, time, and location of the hearing and the names of the members of the Administrative Hearing Board who will hear the case. This notification will be at least seventy-two (72) hours prior to the hearing. The seventy-two (72) hour time period may be waived in writing by the accused if he/she desires.
3. An accused student shall be entitled to choose one advisor to appear with him/her at the hearing. This advisor will be a selected member of the Student Defense Commission, faculty, or staff of the College. If the student elects to have an advisor, he/she must notify the Chairperson of the Administrative Hearing Board at least twelve (12) hours prior to the hearing. The role of the advisor shall be
 - a. To advise the student in preparation of his/her defense.
 - b. To assist the student in making opening and closing remarks.
 - c. To cross-examine and raise questions on behalf of the accused.
 - d. To assist in the preparation of an appeal.
4. Hearing Procedure:
 - a. The Chairperson calls the hearing to order.
 - b. The accused, advisor, and Dean of Students or designee enter.

- c. All are reminded of the Honor Code.
- d. Introductions are made.
- e. The procedure to be followed is explained to the accused.
- f. The Dean of Students or her designee states the charge.
- g. The accused is asked if he/she understands the accusation.
- *h. The evidence supporting the accusation is submitted.
 - i. The witnesses are called in and reminded of the Honor Code.
 - *j. The witnesses supporting the accusation give their testimony. There will be an opportunity for questioning by the Board and by the defense at the end of the testimony of each witness.
 - *k. The evidence supporting the accused is submitted.
 - *l. The witnesses supporting the accused give their testimony. There will be an opportunity for questioning by the Board at the end of the testimony of each witness.
 - m. If the defense wishes, there will be an opportunity for character witnesses to testify.
 - *n. The accused and/or advisor present their final statements.
 - o. All leave except the members of the Hearing Board who stay for their deliberation and voting. This deliberation should include verdict and punishment. If necessary, the accused, the advisor, the Dean of Students/designee, or the witnesses may be recalled to insure that facts concerning the case are evident and clear.
 - p. The accused may be found guilty or not guilty or charges may be dismissed or amended. The decision must be agreed upon by at least three members of the Hearing Board. Appropriate sanctions are discussed and a vote is taken as to the sanctions to be assigned.
 - q. The accused, advisor, the Dean of Students or her designee are called back in, at which time the Chairperson then informs all persons present of the Board's decision. If found guilty, the sanction(s) are announced and the Chairperson reminds the accused of his/her right to appeal.
 - r. Unless there is any further discussion, all are dismissed.

*The Hearing Board, advisor, accused, the Dean of Students or her designee are permitted to ask questions at the end of the following testimonies, statements, and presentations of evidence: h, j, k, l, and n.

Mental Health Policy

A student's status at the College will be reviewed if the student's behavior meets one of the standards described below, and there is reason to believe that the actual or threatened behavior is caused by or derives from a psychological problem, emotional problem, or substance abuse problem. Specifically, the **Mental Health Policy** may be invoked when:

1. The student has engaged, or threatened to engage, in behavior constituting a disciplinary or honor offense as defined in the Student Handbook, and there is reason to believe that the threatened or actual behavior is caused by or derives from a psychological problem, emotional problem, or substance abuse problem.
2. The student has engaged, or threatened to engage, in behavior which would cause significant property damage, or directly and substantially impede the lawful activities of others, and there is reason to believe that the threatened or actual behavior is caused by or derives from a psychological problem, emotional problem, or substance abuse problem.
3. The student has engaged, or threatened to engage, in behavior which poses a danger of causing physical harm to self or others, and there is reason to believe that the threatened or actual behavior is caused by or derives from a psychological problem, emotional problem, or substance abuse problem.

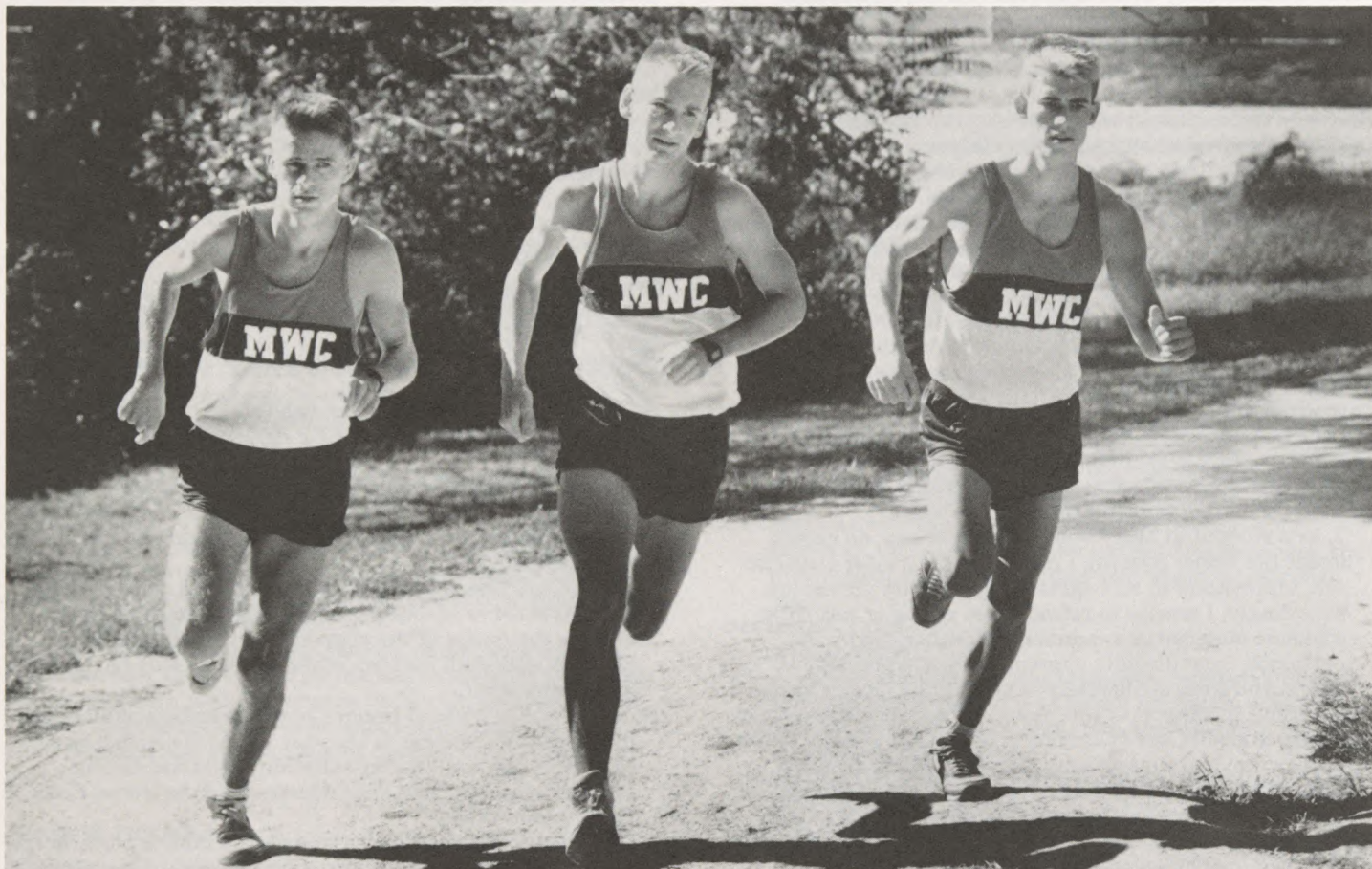
When a student's behavior does meet one of the above standards, the Dean of Students may refer the student for a mandatory psychiatric, psychological or substance abuse evaluation. With the consent of both the student and the Counseling Center, the evaluation will be performed by a Counseling Center psychologist. In those instances where either the student or the Counseling Center so requests, the evaluation will be performed by an independent psychiatrist or psychologist who is appropriately licensed by the Virginia Board of Medicine or the Virginia Board of Psychology, by another licensed mental health professional, or a certified alcoholism counselor. Upon the recommendation of the Counseling Center, the Dean of Students may specify that the independent evaluation be performed by a licensed psychiatrist or by a certified alcoholism counselor. Pending the completion of a required evaluation, or at any point during which the student is subject to the procedures of the Mental Health Policy, the Dean of Students may bar a student from classes, College housing, or College property.

In those instances where the behavior of a dependent student falls under the standards of this policy, the party(ies) responsible for the student's finances (according to the Mary Washington College records) may be contacted by the Dean of Students. In those instances where the behavior in question involves a danger to self or others, the student's parents or significant other(s) may be contacted whether the student has dependent or independent status.

Following the completion of a required evaluation, the student's status at the College will be reviewed by the Dean of Students. This review will result in one of the following: no action, or if applicable, resumption of normal activities; involuntary administrative withdrawal from the College or removal from College housing; continued enrollment and/or residence provided that the student complies with a recommended treatment plan. Further, invoking this policy does not mean that the student will necessarily be exempt from the regular disciplinary actions associated with the behavior in question according to the rules and procedures of the Student Handbook.

At the time that this policy is formally invoked, students will be given information on due process and procedural guidelines in protection of their constitutional rights.

Student Organizations



What are the provisions of the Honor Constitution?

What is the Aubade?

What are the rules of campaigning for office?

What are the duties of Class Council?

Who are the officers of the Student Association?

Who appropriates money for activities?

Overview

The following section provides students with complete copies of the Constitutions of major student organizations, explanations of their activities, and a listing of their leadership. Questions about specific items in this section should be addressed to the individual organization president or to the advisor or sponsor of the group.

Honor Code

The Concept of Honor at Mary Washington College

The Honor System at Mary Washington College is a deeply cherished tradition founded upon the personal integrity of each individual member of the College community. It requires that all members of this community conduct themselves honorably at all times and in all dealings with others. This shared commitment to high ethical standards creates an atmosphere of trust and respect vital to the unique sense of community which characterizes the institution.

Authority for the maintenance and operation of the Honor System is delegated directly by the Board of Visitors to the students. It is the students who are responsible for determining when a breach of honor has been committed, and it is they who are entrusted with enforcing the system. Accordingly, every member of the student body has the responsibility, not only for understanding the provisions of the Honor Code, but also for maintaining at all times the highest possible degree of personal integrity. Moreover, every student must realize that acceptance of admission to Mary Washington includes the explicit agreement to abide by the provisions of the Honor Code as contained in the Honor Constitution and the *Honor System Guidebook*.

The Honor Constitution

Introduction

The Honor System applies to every student who is enrolled at Mary Washington College. Accordingly, every student shall be required to verify acceptance of the Honor System by signing the following Honor Pledge:

"I, as a student at Mary Washington College, do hereby accept the Honor System. I have read the Honor Constitution, understand it, and agree to abide by its provisions. Accordingly, I resolve to refrain from giving or receiving academic material in a manner not authorized by the instructor, from illegally appropriating the property of others, and from deliberately falsifying the facts. I acknowledge that, in support of the Honor System, it is my responsibility to report any violations of the Honor Code of which I am aware, and that it is my duty to participate as an honor trial juror if called upon to serve, unless officially excused. I realize that, in the event of a violation of the Honor Code, a plea of ignorance will not be acceptable, and that such a violation could result in my permanent dismissal from the College. I further pledge that I shall endeavor at all times to create a spirit of honor, both by upholding the Honor System myself and helping others to do so."
—By Students March 1, 1990

Registration as a student at Mary Washington College is not complete until signed verification of the Honor Pledge is on file, and no grades can be recorded until this is done. If the Pledge is not signed by the end of the period for dropping a class (see master calendar), the student's matriculation will be cancelled, and fees paid will be refunded according to the withdrawal policy described in the College catalog. The ultimate responsibility for signing the Honor Pledge rests with each individual student.

Article I: Scope of the Honor Code

Section 1. The violations of the Honor Code are lying, cheating, and stealing in all their various forms. These terms are briefly explained as follows; for detailed descriptions of specific examples, refer to the *Honor System Guidebook*.

A. *Lying*: a deliberate misrepresentation of the truth. This violation includes, but is not limited to, forgery and the falsification or misuse of the student identification card by using another's card or by allowing another to use one's own card.

B. *Cheating*: an intentional misrepresentation of another's

work as one's own, or a misrepresentation of the circumstances under which the work was done. This violation includes, but is not limited to, copying, plagiarism, unauthorized collaboration, and unauthorized divulging of information.

C. *Stealing*: the taking of the property of another person, or of the College, without authorization or consent. This violation includes, but is not limited to, the theft or mutilation of library materials, and the unauthorized duplication of a College key.

Section 2. In order to reaffirm commitment to the Honor System, the student shall write out in full and sign the Honor Pledge on all quizzes, examinations, papers, and other assignments, as appropriate. The Pledge verifies that the work submitted is the student's own and has been done so in accordance with the requirements set forth by the instructor. The Pledge is: "I hereby declare upon my word of honor that I have neither given nor received unauthorized help on this work."

Article II. Organization

Section 1. The Honor Council is a judicial body designed to try specific cases brought to it regarding possible violations of the Honor Code.

Section 2. The Honor Council consists of a president and sixteen other members.

A. The Honor Council president is elected at large by the entire student body from among currently enrolled students.

B. The sixteen other members consist of four representatives each from the freshman, sophomore, junior, and senior classes, elected by currently enrolled students in the respective classes.

C. One Honor Council representative shall be elected by the Council to serve as vice-president. That person shall assume the duties of the president in the president's absence, and shall perform other duties as may be assigned by the president.

D. The terms of office of Honor Council members shall begin in the spring semester of the year in which elected, and shall continue until the installation of the succeeding members the following year. Members of the Honor Council may be re-elected.

E. Any member of the Honor Council who fails to perform the duties or uphold the standards of office may be removed by action of his or her constituency or by the Honor Council itself, as follows:

1. Upon presentation to the Honor Council of a petition signed by at least twenty percent of the member's currently enrolled class (in the case of an honor representative), or at least twenty percent of the entire currently enrolled student body (in the case of the president), the question of recall shall be considered. At least three-fourths of the Honor Council must vote in favor of removal in order for the motion to be carried. If, upon petition, the Honor Council fails to remove the member in question, such action may be over-ridden upon petition of at least forty percent of the appropriate constituency followed by a majority of the votes cast by that constituency.

2. Alternatively, the Honor Council itself may initiate the recall of a member by a vote of at least three-fourths of its members in favor of removal.

3. Whenever a member is removed from office, an election shall be held as soon as practicable by the appropriate constituent group to fill the vacancy thus created.

Section 3. There shall be an Honor Investigator appointed by the Honor Council president whenever an alleged honor violation has been reported, and it shall be the duty of this person to gather information from both the accuser and the accused concerning the alleged violation. This information shall be presented to the Honor Advisory Board (see below,

Article II, Section 4). The duties of the Honor Investigator shall ordinarily be carried out by the vice president of the Honor Council, but may be assigned to another member of the Honor Council at the discretion of the president. Whoever serves as Honor Investigator shall not be eligible subsequently to participate in any trial which may result from the investigated incident.

Section 4. There shall be an Honor Advisory Board consisting of the president of the Honor Council (as chair), the president of the Student Association, and the president of the Judicial Court. It is the responsibility of this body to receive information from the Honor Investigator and, on that basis, to determine the appropriate dispensation of the alleged violation.

Section 5. There shall be Student Honor Advisers, appointed by the Honor Council president from among student applicants. Two shall be chosen by the Honor Council president to serve at each honor trial: one to serve as adviser to the accuser, one to serve as adviser to the accused.

Section 6. There shall be seven non-voting faculty advisers to the Honor Council, two of whom shall be present at each trial.

A. Faculty advisers shall be appointed for staggered three-year terms by the president of the College in consultation with the president of the Honor Council.

B. Faculty advisers shall be selected in such a manner that there is at least one representative from each of the classroom buildings and the library.

C. Prior to each honor trial, one faculty adviser shall be available to assist the accuser and one to assist the accused, but neither shall participate in the conduct of the trial itself.

D. Faculty advisers shall meet periodically with the Honor Council to review matters of function and practice, and shall report to the general faculty at least once per semester concerning such matters.

Section 7. There shall be an Honor Contact within each residence hall, to be elected by the hall's residents in the fall semester of each year, to serve as liaison between the Honor Council and the residents of that hall. The commuting students shall also elect an Honor Contact to serve as their liaison.

Article III: Procedure

Section 1. Investigation

A. The Honor Council operates on the premise that every person is deemed innocent until proven guilty.

B. All members of the College community should feel obligated to investigate as quickly and discreetly as possible any suspected violation of the Honor Code. If it is apparent that no honor violation has in fact occurred, there shall be no further proceedings. If, however, it is believed that a violation has occurred, the person suspected of the violation shall be approached with a request for an explanation of the suspected violation. If the explanation is deemed satisfactory, there shall be no further proceedings. If the explanation is not satisfactory, an accusation must be made, and the accuser must notify the president of the Honor Council in writing within three calendar days.

C. The Honor Council president shall meet with the accuser to provide procedural information and shall appoint an Honor Investigator to gather information from both the accuser and the accused.

D. Within no more than five academic days, the Honor Investigator shall report to the Honor Advisory Board, which, based on that report, shall make one of the following determinations:

1. If there is no evidence that a violation has occurred, the process shall end.
2. If the evidence presented is insufficient, or the grounds inappropriate, to warrant further adjudication, there shall be no further proceedings although, at the discre-

tion of the Board, a letter of reprimand may be issued to the investigated student. Such reprimand, if issued, shall not be entered on the student's official academic record.

3. If there is evidence of a violation, but not one which involves an infraction of the Honor Code *per se*, the matter shall be referred to the appropriate body for adjudication (e.g., Judicial Review Board).

4. If there is evidence of an Honor Code violation, the accused student shall be given the option of withdrawing from the College or standing trial before the Honor Council

E. Voluntary Withdrawal

1. An accuser cannot withdraw a charge of an honor violation upon the agreement of the accused to withdraw from the College.

2. If the accused elected to withdraw voluntarily:

- a. the Honor Council shall take appropriate action to record the facts as they were presented;
- b. the Honor Council president shall notify the president of the College and other appropriate administrative officers of such action; and
- c. the following entry shall be made on the student's official academic record: "Withdrew voluntarily from the College on [date] under accusation of an Honor Code violation of [name of violation]."

F. If the accused student elects to stand trial, the president of the Honor Council shall arrange for a jury trial. No trial shall be scheduled between the beginning of the Reading Period and the end of the Examination Period. Cases which arise within this time frame shall be tried as soon as possible, but ordinarily no later than the end of the second week of classes during the subsequent semester; in the event of extenuating circumstances, the president of the Honor Council may grant a postponement.

Section 2. Trial

A. Composition

1. At a trial, the Honor Council shall be represented by six of its members: the Honor Council president, who is the presiding officer for the trial, plus five unbiased Honor Council representatives.

2. There shall be a jury of nine students, chosen at random from the student body.

a. It shall be the duty of the Honor Council president to ensure that each juror is unbiased. Toward that end, the accuser and the accused, as well as the members of the Honor Council, shall have the right to question prospective jurors in order to eliminate from service any one who may be biased.

b. Although students are normally expected to serve if called, exemptions may be made for academic reasons or other legitimate extenuating circumstances.

3. Two faculty advisers appointed by the president of the Honor Council (see above, Article II, Section 6, C) shall be present, but shall not participate in the conduct of the trial itself.

4. Two student advisers shall be present. The president of the Honor Council shall designate one to serve as adviser to the accused, and one as adviser to the accuser.

5. The accuser and the accused may each engage any persons of his or her choice to act as counsel (see below, Article III, Section 2, B, 3).

B. Format

1. Attendance at the trial shall normally be restricted to those persons described above (Article III, Section 2, A). However, the accused may request an open trial, in which case additional members of the College community or other persons designated by the accused may also attend.

2. The Honor Council, with the president serving as the presiding officer, shall direct the trial process.

3. Rules of Testimony

- a. The accused is not required to testify on his or her behalf and cannot be compelled to answer questions during the trial.
 - b. Failure of the accused to testify shall not be mentioned by the accuser during the trial, nor shall it be a consideration in determining either a verdict or, in the event of conviction, a sanction.
 - c. If the accused chooses to respond to questions from the Honor Council, such responses must be made personally by the accused, not by counsel or by any other representative of the accused.
 4. Upon conclusion of all testimony, the jury shall deliberate and deliver to the Honor Council president a verdict of guilt or innocence. A verdict of guilt shall be rendered only upon the concurrence of at least two-thirds of the jury.
 5. If a verdict of guilt is rendered, the five Honor Council representatives who are present shall decide the appropriate penalty, which shall be announced by the president of the Honor Council.
- C. Penalties**

1. Whenever a verdict of guilt is determined, the Honor Council must impose one of the following penalties: a. Probation
 - (1) In cases involving academic violations, the probationary sanction shall include loss of credit in the course(s) involved.
 - (2) In cases involving non-academic violations, the probationary sanction shall include, as appropriate, loss of social and/or residential privileges for fifteen consecutive weeks in which the student is enrolled in classes.
- b. Suspension. The period of suspension must be for at least one semester, and may be longer, at the discretion of the Honor Council. After such time, the individual is entitled to re-enroll.
- c. Permanent dismissal. A student receiving the penalty of permanent dismissal is not eligible to return to the College.
2. Any record of previous honor offenses shall not be taken into account in determining the verdict in a trial; however, the Honor Council shall consider such record in determining the penalty to be imposed in the event of subsequent conviction, as follows:
 - a. If a student, having been previously convicted and placed on probation, shall be found guilty of a second violation, the penalty for the latter violation must be either suspension or permanent dismissal.
 - b. If a student, having been previously convicted and suspended, shall be found guilty of a subsequent violation, the penalty for the latter violation must be permanent dismissal.
3. In any trial resulting in a conviction, the sanction imposed shall be entered into the student's official academic record. (See below, Article III, Section 4.)

Section 3. Appeal

A. Appeal of Verdict

1. A student convicted of an honor offense may appeal the verdict on procedural grounds or upon the presentation of relevant new evidence which was unavailable at the time of the original trial. Such appeal must be made in writing, and may, in addition, be presented orally, to the Honor Advisory Board within five calendar days after the initial verdict is rendered; the Board shall then determine whether sufficient grounds exist for granting the appeal.
2. If the appeal is granted, a new trial is ordered. Such trial shall be conducted in accordance with established honor trial procedures (see above, Article III, Section 2), but shall include no Honor Council member or juror who participated in the initial trial.
3. If the appeal is not granted, the original verdict shall

stand as rendered.

B. Appeal of Sanction

1. A student convicted of an honor offense has the right to appeal the sanction on the grounds that the penalty is too harsh for the violation committed. Such appeal must be made in writing, and may, in addition, be presented orally, to the president of the Honor Council within five calendar days after the initial verdict is rendered.
 2. The president of the Honor Council shall appoint an Honor Appellate Panel to consider such appeal. The Panel shall consist of five unbiased Honor Council members who did not participate in the initial trial.
 3. The Honor Appellate Panel shall review transcripts and/or tapes of the initial trial and, on that basis, determine whether to sustain, decrease, or increase the penalty imposed at the initial trial.
 4. The decision of the Honor Appellate Panel shall be final, and the convicted student shall have no further right of appeal.
- C. In the event that an insufficient number of current Honor Council members is available to consider an appeal, the Honor Council president shall have the right to authorize previous Honor Council members to serve at an appeal hearing.**

Section 4. Record of Honor Trial

- A. In the case of acquittal, all records of the trial shall be destroyed expeditiously.
- B. In the case of conviction, one of the following entries shall be made on the student's official academic record, as appropriate:
 1. "Placed on probation for [period of time] by the Honor Council on [date] for the Honor Code offense of [name of violation]. Probation involves [specific sanction imposed]."
 2. "Suspended for [period of time] by the Honor Council on [date] for the Honor Code offense of [name of violation]. Entitled to enroll no earlier than [date]."
 3. "Permanently dismissed from the College by the Honor Council on [date] for the Honor Code offense of [name of violation]."

Section 5. A brief summary of every case tried by the Honor Council, whether resulting in acquittal or conviction, shall be published in The Bulletin. Such summary shall include the verdict and the punishment (if any), but shall not include the names of the accuser or the accused.

Article IV: Ratification

This Constitution shall become effective when approved by at least three-fourths of the Honor Council, by a majority of votes cast by the currently enrolled student body, and by the Board of Visitors of the College.

Article V: Amendments

Section 1. Amendments to this Constitution may be initiated either by the Honor Council itself or by the student body.

- A. The Honor Council may initiate an amendment by an affirmative vote of at least three-fourths of its members. For approval, the amendment must then receive an affirmative vote of a majority of the currently enrolled student body in a referendum.
- B. The student body may initiate an amendment by presenting to the Honor Council a petition signed by at least ten percent of the currently enrolled student body. For approval, the amendment must then receive an affirmative vote of at least three-fourths of the Honor Council members. It must then receive an affirmative vote of a majority of the currently enrolled student body in a referendum.
- C. In the event that the Honor Council does not approve an amendment initiated by the student body, such action can be overridden if a petition, signed by at least twenty-five percent of the currently enrolled student body, is

presented to the Honor Council requesting a referendum on the amendment. For approval, the amendment must then receive an affirmative vote of a majority of the currently enrolled student body in a referendum.

Section 2. Any amendment must be approved by the Board of Visitors of the College before it can become operative.

Constitution

Student Association

Mary Washington College

Preamble: WE, THE STUDENTS OF MARY WASHINGTON COLLEGE HAVING ESTABLISHED A STUDENT ASSOCIATION TO PROMOTE COMMUNICATION, COOPERATION, AND UNDERSTANDING AMONG STUDENTS, FACULTY, AND ADMINISTRATORS DO ORDAIN AND ESTABLISH THIS OUR CONSTITUTION.

Article I: Purpose

The purpose of the Student Association shall be to work for a better College community through the development and strengthening of individual responsibility and citizenship. The Student Association shall share with the faculty and the administration the obligation of respecting and promoting the tradition, standards, and objectives of the College and instilling the principles of self-government and democracy in every student.

Article II: Membership

Upon matriculation into the College, a student automatically becomes a member of the Student Association.

Article III: Organization

The Executive, Legislative, and Judicial departments comprise the governing body of the Student Association. The five elected officers of the Executive Cabinet shall have the responsibility for the efficient operation of the Association, under the direction of the President of the Student Association.

Article IV: Authority

The authority of the Student Association is derived from delegation by the President of the College and from the student body of the College. The elected representatives of the Student Association shall have the sole authority to act in the name of the student body. The Student Association commits itself to uphold and enforce those regulations which have been made through mutual agreement and understanding between the Student Association and the Administration of the College.

Section 1. The Executive Cabinet, as representatives of the Student Association, shall have the responsibility to study any matter affecting the welfare of the student body and the College. These representatives have the responsibility to make recommendations which will foster the best interests of the student body and the College.

Section 2. The allocation of funds from student fees for designated purposes shall be authorized by a special committee of the Association, in keeping with the authority delegated by the President of the College.

Section 3. The representatives of the Student Association shall have the authority to regulate all Student Association elections. Article V: Ratification Ratification of the constitution of the Association shall be decided upon by a majority of votes cast by members of the Association.

Article VI: Executive Department

Section I. The executive power shall be vested in a deliberative body, the Executive Cabinet of the Student Association,

under the direction of the President of the Student Association.

Section 2. The Executive Cabinet, a body comprised of ten members, represents the student body on all matters of joint concern between the Administration of the College and the student body. The Executive Cabinet is the highest Student Association body on campus. The ten members of the Executive Cabinet include: the President of the Student Association (elected, voting member), the Vice President of the Student Association (the President of the Senate) (elected, voting member), the Judicial Chairperson (elected, voting member), the Academic Affairs Chairperson (elected, voting member), the Legislative Action Chairperson (elected, voting member), the Student Association Secretary (appointed, non-voting member), the Student Association Treasurer (appointed, non-voting member), the Student Association Executive Coordinator (appointed, non-voting member), the Commuting Student Chairperson (elected, voting member), and the Honor Council President (elected, non-voting member). Each member of the Executive Cabinet has a full voice at all meetings. These officers have a term of office, which begins during the second semester of each academic year.

Section 3. The President, Vice President, Judicial Chairperson, Academic Affairs Chairperson, and Legislative Action Committee Chairperson shall be elected by the student body by a secret ballot on the basis of a majority of votes cast.

Section 4. The Executive Cabinet of the Student Association shall have the authority to regulate all activities undertaken by the Association. The Executive Cabinet shall also serve as an advisory body to the President of the College.

Section 5. The Executive Cabinet, in consultation with the Inter-Club Association, shall have the authority to recognize student organizations. Recognition from the Cabinet is necessary prior to the allocation of financial assistance.

Section 6. The specific areas of duties and responsibilities of each of the members of the Executive Cabinet shall be as follows:

Position: Student Association President

The President of the Student Association is the official spokesperson for the Student Association. The President shall call and preside over all meetings of the Executive Cabinet as well as any open student body meeting. The President shall appoint the Student Association Secretary, Treasurer and Executive Coordinator of the Executive Cabinet as well as the Chairpersons of the standing committees of the Student Association with the approval of the Executive Cabinet. The President shall nominate students to serve on any student/faculty committees and designate students to represent the Student Association at official College functions. The President shall have the responsibility of the Leadership Development Program. This includes having the ability to utilize the leadership and educational services of the campus as well as the authority to appoint a chairperson, if desired, to conduct the Emerging Leadership Program. The President shall serve as a member of the Student Finance Committee with full voice and vote. The President is also responsible for the efficient operation of the day-to-day activities of the organization.

Position: Student Association Vice President

The Vice President of the Student Association shall act as Student Association President in his/her absence. The Vice President shall serve as President of the Senate. The Senate President shall call and preside over all meetings of the Senate, voting only in a tie situation. The Vice President shall call and preside over all meetings of the Board of Senate Officers. The Vice President shall sit on the College Program Board as a voting member. The Vice President shall appoint all co-chairpersons of the standing committees of the Senate as well as a Secretary/Treasurer and a Parliamentarian. The Vice President shall serve as a member of the Student Finance Committee with full voice and vote. The Vice

President is also responsible for the day-to-day operation of the Senate. **Position: Judicial Chairperson** The Judicial Chairperson shall be the official representative of the Student Association in all matters of judicial concern. The Chairperson shall preside over all Judicial Review Board hearings, in a non-voting capacity. The Chairperson is responsible for coordinating all judicial trials and for maintaining records of all judicial proceedings. The Chairperson shall appoint a Secretary and a Recorder to the Board.

Position: Academic Affairs Chairperson

The Academic Affairs Chairperson shall be the official representative of the Student Association in all matters of academic concern. The Chairperson shall attend all faculty meetings and shall be the only recognized student speaker at these meetings. The Chairperson shall call and preside over meetings of the Academic Affairs Council. The Chairperson shall appoint a Secretary to the Council. The Chairperson shall cooperate with the Advising Office in areas of academic concern, advising and registration. The Chairperson also acts as an advisor to the Inter-Honorary Association and its projects which include the Graduate School Program and the Tutorial Board. The Chairperson is responsible for coordinating the 50/50 mentor program. The Chairperson must act as a liaison between faculty and students in matters of academic concern.

Position: Legislative Action Chairperson

The Legislative Action Chairperson shall call and preside over all meetings of the Legislative Action Committee. The Committee concerns itself with all lobbying efforts on legislative, political and community concerns that affect the college as a whole. The Chairperson is the official representative of the Student Association to the Virginia Student Association (VASA). The Chairperson shall appoint a Vice Chairperson and a Secretary to the committee. The Chairperson also appoints the Chairpersons of the standing subcommittees of the Committee. The Legislative Action Committee represents the Student Body interests nationally in Washington, D.C., on a state level to the Virginia General Assembly in Richmond, Virginia, on a local level to the Fredericksburg City Council and the Administration of the College.

Position: Honor Council President

The Honor Council President is responsible for communicating developments of the Honor System to Cabinet members so they may be well informed of any relevant issues. This time may also be used as a forum for discussion regarding matters concerning the Honor Code. He/She has full voice but no vote at all Cabinet meetings. (Please also see the Honor Council Constitution).

Position: Commuting Student Chairperson

The purpose of this position includes representing the commuting students to the Student Association and the student body. The Commuting Student chairperson shall provide an effective means of communication between the above mentioned groups, and shall assimilate the commuting students into the mainstream of Mary Washington campus life through activities. The Commuting Student Chairperson shall be a full time Commuting Student voted on by the entire student body and shall have full voice and vote in Executive Cabinet. The Commuting Student Chairperson shall appoint a vice chair, secretary/treasurer, and honor contact. The chair, vice chair, and secretary/treasurer shall be the Executive Council. The chair, with approval of the Executive Council, shall appoint six (6) sub-committee chairpersons for the following areas: Finance, Intramurals, Newsletter, Publicity, Social Activities, and Kitchenette.

Position: Student Association Executive Coordinator

The Executive Coordinator is appointed in the spring of the year by the newly elected Student Association President. The Executive Coordinator shall attend all Executive Cabinet meetings with full voice, but as a non-voting member. The

Executive Coordinator is responsible for all publicity of Student Association sponsored events and helps out in any possible way the endeavors undertaken by the other members of the Executive Cabinet. The Executive Coordinator serves as a member of the College Program Board representing the Student Association President with full voice and vote. The Executive Coordinator shall work with the Senate Publicity Committee whenever necessary. The Executive Coordinator is also responsible for the Student Association Refrigerator Rental Program, the Freshman Record, and the Student Association Newsletter.

Position: Student Association Treasurer

The Treasurer is appointed in the spring of the year by the newly elected Student Association President with the approval of the new Executive Cabinet. The Treasurer shall attend all Executive Cabinet meetings with full voice, but as a non-voting member. The Treasurer is responsible for the effective, timely and accurate bookkeeping of all monetary transactions in the Executive Cabinet. The Treasurer is also responsible for handling the Emergency Student Loan Program and S.A. Express, the check-cashing program.

Position: Student Association Secretary

The Secretary is appointed in the spring of the year by the newly elected Student Association President with the approval of the new Executive Cabinet. The Secretary shall attend all Executive Cabinet meetings with full voice, but as a non-voting member. The Secretary is responsible for the accurate recording of the minutes of the Executive Cabinet meetings. The Secretary shall serve as Student Association representative to the Board of Publications and Broadcasting.

Section 7. The Executive Cabinet shall during the summer formulate, organize and clearly state in writing the Student Association goals, policies and procedures for the upcoming administrative year. It should be complete by the beginning of the year to guide the new administration.

Section 8. The Executive Cabinet shall meet once a week on a day and time agreed upon by the Cabinet. Attendance of all Executive Cabinet members shall be mandatory. Any excuses should be cleared with the President of the Student Association prior to the meeting.

Section 9. In case of the removal of the President of the Student Association from office or his/her resignation or inability to discharge his/her duties, the powers and duties of the office shall devolve to the Vice President of the Student Association. In case of the removal of the Vice President of the Student Association from his/her office, the powers and duties shall devolve temporarily to the Vice President of the Senate. In case of the removal of the Judicial Chairperson, Academic Affairs Chairperson, Legislative Action Chairperson from office, the powers and duties shall devolve temporarily to the respective Vice Chairpersons. A campus wide election shall immediately be held by the Senate Rules and Procedures Committee for the purpose of electing successors to the vacant offices.

Section 10. The rules contained in Robert's Rules of Order Newly Revised, shall govern the Executive Cabinet in all cases to which they are applicable and in which they are not inconsistent with the Student Association Constitution.

Article VII: Legislative Department

Section 1. All legislative powers herein granted shall be vested in one legislative body, a student Senate.

Section 2. The Senate shall have the responsibility to legislate with regard to all issues of student concern. It shall require a majority of the membership of the Senate to approve any legislation before the Senate. Any legislation approved by the Senate shall be presented to the Executive Cabinet by the President of the Senate for approval or veto. The Executive Cabinet shall approve or veto any legislation enacted by the Senate within two weeks of its enactment. The Senate may only by the vote of at least two thirds of its

membership override a veto of the Executive Cabinet.

Section 3. The Vice President of the Student Association shall be President of the Senate and the official spokesperson of the Senate. The President of the Senate shall call and preside over all meetings of the Senate and shall have no vote, except to decide a tie vote.

Section 4. The President of the Senate shall call and preside over all meetings of the Board of Senate Officers. The Board shall consist of the Secretary/Treasurer, Parliamentarian, Vice President of the Senate and the Co-chairpersons of the seven standing committees of the Senate, as well as ad-hoc committee chairpersons that may be added throughout the year. The specific areas of duties and responsibilities of each of the members of the Board of Senate Officers shall be as follows:

Position: Vice President of the Senate

The Vice President of the Senate shall assume the powers and duties of President of the Senate in his/her absence. The Vice President shall attend all Board meetings and have full voice and vote. The Vice President must be a Senator and shall be elected by his/her fellow Senators during the third meeting of the Senate in the Fall and hold no other office. The Vice President shall be responsible for supervising the attendance of the Senators and for insuring that each of the residence halls small houses, and commuting students are represented by the required number of Senators. The Vice President shall work with the Special Projects Committee on special occasion events and Publicity Committee on special events as well as help out in any possible way the endeavors undertaken by other members of the Board of Senate Officers.

Position: Secretary/Treasurer

The Secretary/Treasurer shall attend all meetings of the Board of Senate Officers and serve as a member with full voice, but non-voting. The Secretary/Treasurer is responsible for the accurate recording of the minutes as well as the efficient, expedient distribution of the minutes of the meetings of the Board of Senate Officers. The Secretary/Treasurer is also responsible for the effective, timely, and accurate recording of all monetary transactions of the Board of Senate Officers, as well as the Senate itself. (NOTE: The President of the Senate may at any time, exercise the option of appointing two individuals to carry the duties of the office outlined.)

Position: Parliamentarian

The Parliamentarian shall attend all meetings of the Board of Senate Officers and serve as a member with full voice, but non-voting. The Parliamentarian is the authority on Parliamentary procedure in the Senate. The Parliamentarian not only acts as an advisor to the President of the Senate, but also as an advisor to the Rules and Procedures Committee whenever necessary.

Committee: Rules and Procedures

The co-chairpersons of the Rules and Procedures Committee are responsible for handling or advising all campus-wide elections, as well as smaller group elections. The Committee works with the Legislative Action Committee whenever necessary. The Committee is the official interpreter of the Student Association Constitution. The Committee reviews, revises, and edits all Rules and Procedures concerning the Student Association Constitution. The Committee is also responsible for the Campaign Rules and is the official supervisor of the election, the results and any disputes that may arise.

Committee: Publicity

The co-chairpersons of the Publicity Committee are responsible for all publicity of the Board of Senate Officers, as well as all the Committees of the Board of Senate Officers. The Committee also is responsible for any publicity of the Student Association as a whole. The Committee works with the Executive Coordinator and College Programming Board whenever necessary for any publicity. The Committee is

responsible for the efficient and timely updating of all campus bulletin boards, including the Ride Board.

Committee: Student Opinion

The co-chairpersons of the Student Opinion Committee are responsible for gathering information, formulating, distributing, retrieving all campus-wide polls and spot polls, in order to survey the student body's opinion on various issues. The Committee works closely with the Senators themselves and the distribution and the retrieving process. The Committee also conducts the annual evaluation of the Senators by their constituents as well as the evaluation of the Board of Senate Officers and the President of the Senate ("VOTE OF CONFIDENCE").

Committee: Special Projects

The co-chairpersons of the Special Projects Committee are responsible for bringing events of varying interest to the student body. The committee organizes special events for the holiday season and throughout the year. The committee organizes special parties, dinners, and functions of the Senate and Student Association. The committee works with the Vice President of the Senate in relation to these functions whenever appropriate. The committee works with the community through service, and special projects, and the committee as a whole as the Student Association representative to the community.

Committee: Student Welfare

The co-chairpersons of the Student Welfare Committee are responsible for handling in a timely fashion any concern brought to their attention dealing with the welfare of the students. The Committee handles a wide variety of problems that any of the students may encounter. The Committee is composed of one student representative from each dorm, one student representative from the small houses, and four commuting student representatives as well as any other interested students. These representatives may be Senators or students. The committee works with the administration and staff to solve these problems.

Committee: Safety

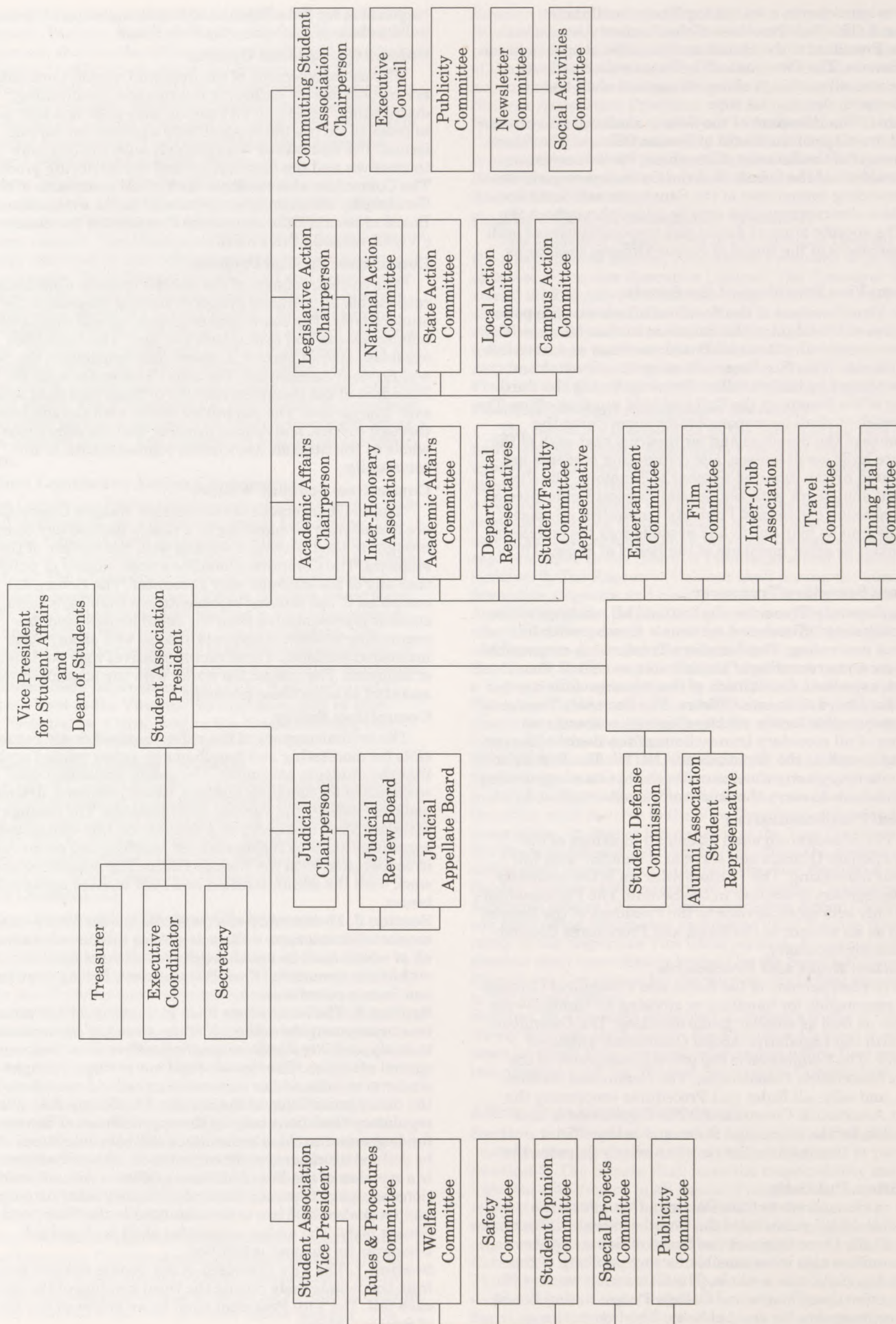
The co-chairpersons of the safety committee are responsible for monitoring and handling any safety related problems that the students encounter. The safety committee shall be responsible for handling lighting, water problems, drainage, walkway safety, and various other hazards. The campus fire marshall shall also serve as a member on this committee. The committee shall be responsible for handling the escort service in cooperation with the College Police. The committee shall work with the administration and staff to solve safety related issues.

Section 5. Membership of a committee of the Senate may consist of Senators as well as any other interested students, all of whom shall be entitled to have full voice and vote within the committee. Each Senator must belong to at least one Senate committee.

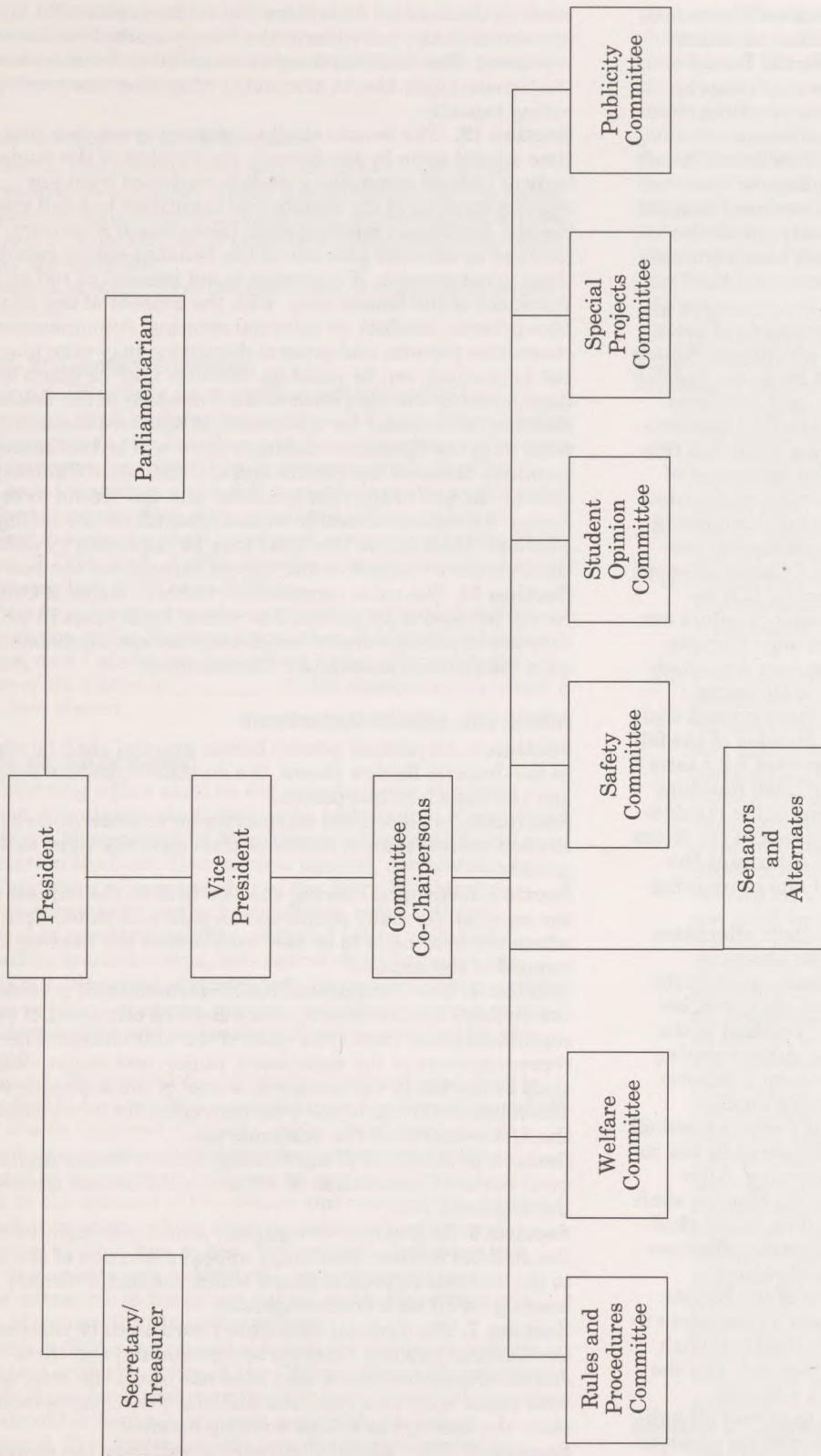
Section 6. The Senate may form at anytime ad-hoc committees to augment the activities of the standing committee(s) or to study and investigate a specific problem area that requires special attention. The Senate shall not abridge the right of students to form ad-hoc committees which do not fall under the direct jurisdiction of the Senate. The Senate may place regulatory conditions only on the expenditures of Senate funds granted to these committees. Ad-hoc committees shall be defined as impermanent committees, whose chairperson(s) is a member of the Board of Senate Officers with all conditions applying. The committee shall clearly state its purpose and its goals which are to be submitted to the Board and the Senate body. The ad-hoc committee shall be dissolved whenever its purpose is fulfilled.

Section 7. The Vice President of the Senate shall be elected from the Senate body during the third meeting of the Senate each fall. The Vice President shall be an officer of the Board of Senate Officers.

Student Association Organizational Chart



Student Association Senate Organizational Chart



Section 8. The members of the Board of Senate Officers are required to attend all Board meetings as well as all Senate meetings. Any absences should be excused by the President of the Senate before the meeting occurs. In the event that an officer accrues two unexcused absences, the said officer shall be required to meet with the President of the Senate.

Section 9. If neither the President nor the Vice President of the Senate are present during a Senate meeting for any reason, the Chairperson of the Rules and Procedure Committee shall preside. While serving in this capacity, the Rules and Procedures Committee Chairperson shall have administrative authority over the Senate meeting only, and shall not be allowed a tie-breaking vote.

Section 10. A Senator shall meet the requirements of being in good academic standing and attending a mandatory Senate workshop. Each residence hall shall have at least one Senator notwithstanding the number of residents in said residence hall. Each residence hall containing more than fifty students shall be represented by one Senator from each district of fifty students and one additional Senator when an increment of fifty is exceeded by thirty students. All the required commuting Senators shall be elected. There shall be one commuting Senator for every fifty commuting students (excluding non-degree seeking students) and one additional Senator when an increment of fifty is exceeded by thirty students. It is required that one-third the number of commuting Senators act as alternates. Each residence hall shall elect one alternate. The alternates shall fill in for any of the Senators from their respective residence halls and shall be held to the same conditions and duties as the Senators. The Senators and their alternates shall be elected during the third Monday of the fall semester each year. Each Senator shall be elected for a term of one academic year. The Resident Director/Head Resident shall be responsible for handling the elections of the residential Senators under the supervision and guidance of the Rules and Procedures Committee which shall also determine the exact number of Senators per residence hall and commuting students according to the above guidelines.

Section 11: The duties of the Senators and their alternates are to attend all Senate meetings. Excuses for absences should be cleared by the President of the Senate prior to the Senate meetings. After a Senator accrues two absences, he/she shall be required to meet with the Vice President of the Senate as well as receive a letter of warning. After accruing three unexcused absences per academic semester a Senator shall be removed from the Senate. In this event another election shall be held for a successor. Senators shall attend all committee meetings. Any excuses should be cleared by the co-chairpersons of the committee prior to the meeting. After accruing two absences from these meetings, the Senator shall meet with the co-chairpersons of that committee and it shall be counted as one absence in the Senate. Excessive absences of any kind or excessive alternate fill-ins shall require a meeting as determined by the Vice President of the Senate. The Senators shall represent their constituent's viewpoints to the very best of their abilities. The Senators shall establish and monitor a suggestion box in each residence hall and the commuting Senators shall likewise establish a box for commuters. The Senators are also required to attend all hall council meetings. The Senators shall post all Senate minutes in the residence hall and as commuting Senators shall post the minutes for commuters. They should maintain active contact with their constituents and be aware of issues to cast informative votes in Senate. This rule shall not apply in cases where an alternate Senator or authorized voting substitute representative is present in the Senator's place, or in cases where legitimate extenuating circumstances exist. Apart from the responsibilities stated above, Senators and alternates should make every effort to acquire a good working knowledge of Senate procedure. While it is not a requirement that a Senator or alternate participate in debate, they are encouraged to do so, to give the broadest possible scope to discus-

sions in the Senate. Alternates should be as informed and interested in the activities of the Senate as the Senators they represent. The duties and rights accorded to Senators within the Senate apply also to alternates when they are serving in a voting capacity.

Section 12. The Senate shall meet every week on a day and time agreed upon by the Senate. No member of the student body or College community shall be excluded from any regular meeting of the Senate and is entitled to a full voice in Senate. No Senate meeting shall take place if a quorum (defined as one-half plus one of the Senate's voting membership) is not present. If a quorum is not present at roll call, the President of the Senate may, with the consent of the members present, conduct an informal meeting. Announcements, committee reports, and general discussion may take place, but no motions can be voted on. Minutes may be taken and distributed at the discretion of the President of the Senate.

Section 13. In order for the Senate to measure communications with the Executive Cabinet, there will be two special meetings between the Senate and the Executive Cabinet; the first by the end of the first semester and the second to be held during the second semester within a month before spring elections. Meetings of this kind may be requested by either the Executive Cabinet or the Senate throughout the year.

Section 14. The rules contained in Robert's Rules of Order Newly Revised shall govern the Senate in all cases in which they are applicable and in which they are not inconsistent with the Student Association Constitution.

Article VIII: Judicial Department

Section 1. All judicial powers herein granted shall be vested in the Judicial Review Board, the Judicial Appellate Board, and the Judicial Chairperson.

Section 2. In all judicial matters under consideration by student review boards, students shall have the right to due process.

Section 3. An open hearing shall be held at the request of the accused. As many people as can safely sit in the area in which the hearing is to be held may attend the hearing at the request of the accused.

Section 4. The Campus Judicial Chairman shall preside over the Judicial Review Board, which shall be composed of twelve representatives, three from each of the four classes. The representatives of the sophomore, junior, and senior classes shall be elected in the second semester of the academic year. The representatives of the freshman class shall be elected in the first semester of the academic year.

Section 5. Members of the Judicial Review Board shall serve until the next installation of officers in the second semester of the academic year.

Section 6. As a matter of right any student brought before the Judicial Review Board may appeal a decision of the body to the Judicial Appellate Board which conduct a plenary hearing on all such student appeals.

Section 7. The Judicial Appellate Board shall be composed of the Campus Judicial Chairperson (presiding) and three Judicial Representatives who have not heard the case, all with equal voice and vote. The Judicial Vice Chairperson will chair the Board, but will be a voting member.

Section 8. The Judicial Chairperson will have the power to recall any representative who does not meet the requirements set forth by the Judicial Review Board.

Article IX: Recall

Section 1. Any student official may be recalled by his/her constituency if he/she has failed to perform satisfactorily the duties of, or uphold the standards of the office. **Section 2.** The following recall procedure shall be utilized unless it is contradictory to the means of recall as set forth in the constitution of the particular group considering the question. **Section 3.** Upon petition of twenty percent of the electorate

for said office, the question of recall shall be considered. Two-thirds of the electorate must vote in favor of recall in order for the motion to be carried and a student official to be recalled by his/her constituency.

Article X: Repeal and Referendum

Section 1. The student body has the right to call for a referendum on any issue within its jurisdiction and to repeal any piece of legislation which has been passed by the Senate.

Section 2. A petition of 10 percent of the student body shall call for the question.

Section 3. A majority of the electorate is required to repeal legislation.

Article XI: General Provisions

Section 1. Eligibility for any office within the Student Association shall be dependent upon a 2.2 cumulative grade point average to run for office and the achievement of at least a 2.0 semester average for each semester while in office, a good social standing, and a full-time student status throughout the tenure of office. Any appointed offices within the Student Association shall be of good academic standing (2.0).

Section 2. The oath of office for all elected representatives of the Association shall be as follows:

I do hereby solemnly promise to support and maintain the Constitution of the Student Association of Mary Washington College, and I pledge my best efforts to the efficient performance of the duties of _____ of this Association to which I have been elected.

Article XII: Bill of Rights

The following rights shall be the standards by which the Student Association shall formulate and conduct its policies.

Section 1. Statement of Non-Discrimination The Student Association shall not discriminate against, nor tolerate any discrimination of, any member of the Mary Washington College community on the basis of race, color, religion, physical or mental disability, national origin, political affiliation, marital status, sex, sexual orientation, or age.

Section 2. The right of students to be secure in their persons, houses or living quarters, papers, and effects against unreasonable searches and seizures shall not be violated by any student.

Section 3. No student in any student judicial case shall be compelled to be a witness against himself or herself nor shall he or she be deprived of liberty, social, or student status without due process. No disciplinary sanctions shall be imposed by the student judiciary on any student without notice to the accused of the nature and cause of the charges and a fair hearing, which shall include confrontation of witnesses against him or her. The accused shall have the right to a speedy and public trial, to have ample time to obtain witnesses in his or her behalf and to have the assistance of counsel for his or her defense.

Section 4. Clubs may be established for any legal purpose consistent with the policy of the College. Any such organization shall not be denied membership into Inter-Club Association, should it desire it, without justifiable reason.

Section 5. The student media is to be free of censorship. Student media editors and managers shall not be arbitrarily suspended by the Student Association because of disapproval of editorial policy or content registered by members of the student body, faculty, administration, alumni, or community. This freedom entails a corollary obligation under the canons of responsible journalism and applicable regulations of the FCC.

Article XIII: Amendments

An amendment to this constitution may be proposed by the Executive Cabinet, Board of Senate Officers, by a Senator through a motion in the Senate, or upon petition of ten

percent of the student body to the Senate. The amendment shall then be handled by the Senate Rules and Procedures Committee. The Committee shall be responsible for posting the proposed amendment in each of the residence halls, making it available to the commuting students, and or publishing it in at least one issue of the campus-wide newspaper. Afterwards the amendment shall be voted upon in the Senate. If passed by two-thirds of the Senate, the amendment must be presented to S.A. Cabinet for approval or veto. The amendment will become effective if then passed by a majority of the students voting in the next campus-wide election.

THE BYLAWS OF THE STUDENT ASSOCIATION

The By-Laws of the Student Association shall be a supplement to the Student Association Constitution.

Section 1. Academic Affairs Council Procedures

- I. The Academic Affairs Council shall be chaired by the Academic Affairs Chairperson. A Vice Chairperson of the Academic Affairs Council is elected by his or her fellow council members at the beginning of the academic year. The Vice Chairperson assists the Chairperson in monitoring the day-to-day operations of the Academic Affairs Council.
- II. Voting membership shall include all department representatives and student members of student/faculty committees. Other members include all other interested students.
- III. Four students from the Academic Affairs Council shall be elected to attend faculty meetings with the Academic Affairs Chairperson. The election of these four students will take place at the first Academic Affairs Council meeting in the fall.
- IV. During the second semester, an ad-hoc committee of the Academic Affairs Council will study applications, conduct interviews and make recommendations to the Student Association President for students interested in serving on a student/faculty committee. The Chairperson shall be responsible for coordinating the 50/50 mentor program for each Academic year as well as organizing "Advice to New Students Night."
- V. All members of the Academic Affairs Council shall attend all meetings of the Council. Excuses for absences should be cleared by the Chairperson prior to the meetings.
- VI. The Academic Affairs Chairperson shall be responsible for bringing important issues to the attention of the Student Association Executive Cabinet. The Cabinet may veto any action of the Council.
- VII. The Academic Affairs Chairperson shall appoint a Secretary, who shall be responsible for recording all minutes for all Council meetings. The Chairperson shall also appoint a Publicity Coordinator, who shall be responsible for any publicity needed for the Council. Both of these positions shall be voting members of the Council.
- VIII. The rules contained in Robert's Rules of Order Newly Revised shall govern all meetings of the Academic Affairs Council in all cases in which they are applicable and in which they are not inconsistent with the Student Association Constitution.

Section 2. Legislative Action Committee Procedures

- I. The Legislative Action Committee shall represent the Student Association in all campus, local, state, and national organizations. The committee concerns itself with all lobbying efforts on legislation, political, and community concerns that affect the College as a whole. The Committee shall work to represent the views and interests of the student body on any issue of concern.
- II. The Legislative Action Committee shall have an Executive Board. The Board members shall be the Legislative Action Chairperson, the Vice Chairperson, the Chairperson of the Campus Sub-Committee, the Chairperson of the Local Sub-Committee, the Chairperson of the State Sub-Committee, and the Chairperson of

the National Sub-Committee. Each member shall have full voice and vote. The Secretary shall be a member of the Board with full voice but in a non-voting capacity. Any other interested students may attend the Board meetings with full voice.

- III. The Legislative Action Chairperson shall appoint the Vice Chairperson, the Secretary, and the Chairpersons of the Campus, Local, State, and National Sub-Committees, with the concurrence of the incoming Student Association President.
- IV. The Vice Chairperson shall serve as Chairperson in his/her absence. The Vice Chairperson shall be responsible for working with the Sub-Committee Chairpersons. The Vice Chairperson shall also assist in the day-to-day operations of the Committee and in any other areas designated by the Chairperson.
- V. The Chairperson of the National Sub-Committee shall be responsible with the Sub-Committee for handling all issues of concern on a national level. The Chairperson of the State Sub-Committee shall handle all issues of concern on a state level. The Chairperson of the Local Sub-Committee shall handle all issues of concern on a local level. The Chairperson of the Campus Committee shall handle all issues of concern on a campus level, working in cooperation with the Vice Chairperson and report directly to the Chairperson.
- VI. Any member of Legislative Action Committee may be removed by the Chairperson with the concurrence of the Student Association. The Student Association Executive Cabinet may veto any action of the Legislative Action Committee.
- VII. The rules contained in Robert's Rules of Order Newly Revised shall govern all meetings of the Legislative Action Committee in all cases in which they are applicable and in which they are not inconsistent with the Student Association Constitution.

Section 3. Commuting Student Association Procedures

See Commuting Student Association Constitution

Section 4. Honor Council Procedures

See Honor Code Constitution

I. QUALIFICATIONS:

1. All candidates must have a 2.2 CUMULATIVE GRADE POINT AVERAGE to run for an office.
2. a. All candidates are required to attend one mandatory workshop. If it is not feasible for a candidate to attend, he/she must get in touch with the Chairperson of the Senate Rules and Procedures Committee no later than twenty-four (24) hours before nominations.
- b. Nomination by petition may be accomplished if a student submits a petition in support of his or her nomination, which has been signed by ten percent (10%) of the student body, to the Rules and Procedures Committee Chairperson within 24 hours of the closing of nominations.

II. REGULATIONS:

1. a. A limit of \$50 is hereby established on campaign expenditures and donations. All materials used in publicizing the campaign are subject to "Fair Market Value System." Campaign donations are only to be made by members of the Mary Washington College Community.
- b. All candidates must submit their campaign expenditures including receipts and list of donations to the Chairperson of the Rules and Procedures Committee within 24 hours after the final election. The list of donations should include name of donor, amount and date of donation. The list of purchases should include store where purchased, amount and date of purchase.
2. a. There is a 30 piece limit on material that can be posted on campus or in buildings (this includes

posters or any other posted material).

- b. Fliers on Seacobeck tables must be limited to one flier per table and are not counted as part of the 30 piece limit.
- c. All campaign material attached to fronts of buildings must be of oil-cloth or other suitable fabrics and must be strung or wired to the building. **NO CAMPAIGN MATERIAL MAY BE ATTACHED TO OR STRUNG FROM TREES OR LAMP POSTS.** No campaign material is allowed in or on academic buildings, Seacobeck building (with exception of fliers) or post office area.
3. The Bullet may be used as campaign material with the ad being placed at your own expense.
4. Campaigning over the public address systems of the College is not permitted (i.e.: electronic message board in campus center, residence halls PA system, mass mailings, etc.).
5. Buttons may be unlimited in number and MUST be worn on the person.
6. Each candidate is required to submit a one-page typewritten qualification platform sheet to the Rules and Procedures Chairperson. It will be copied and distributed for posting in the Woodard Campus Center, polling places and residence halls.
7. No candidate may use endorsements in their campaign from the Student Association Officers presently in office. Any candidate running for the office Legislative Action Chairperson cannot use endorsements by local, state, or national politicians or by a specific party because of the nature of the office.

III. RESTRICTIONS:

1. NO ONE IS ALLOWED TO RESERVE BANNER SPACES. No one is allowed to drop a banner until the nomination period for all offices has been closed.
2. Loitering or campaigning, on the day of preliminary and final voting, is not allowed within the Woodard Campus Center where voting is taking place. All campaign material in this area must be removed before final voting begins.
3. Any deliberate attempt by the candidate or his/her supporters to disqualify another candidate will result in the disqualification of the first mentioned candidate.
4. All campaign material, for all candidates must be taken down 48 hours after the final election announcements. There will be a \$5 fine per day for all material not taken down within this period. Any candidate whose fine exceeds \$15 shall be required to appear before the Rules and Procedures Committee. If the offender is the new office holder, it shall be the committee's responsibility to decide if disqualification is in order. This decision shall then be presented to the Senate for approval.

IV. SPECIAL NOTES:

1. If any election is to be contested, a formal written complaint must be made to the Chairperson of the Rules and Procedures Committee within 24 hours after the election results are announced. A decision shall be rendered by the Rules and Procedures Committee within 48 hours after the complaint has been filed.
2. Noncompliance with any of the above rules will result in the disqualification as determined by the Rules and Procedures Committee. The decision will be presented to the Senate for approval. Any appeal will be brought before the Board of Senate Officers.
3. Exceptions to any of the above rules for any election

must be approved by the Rules and Procedures Committee.

Section 5. Student Association Standing Committees

ALUMNI ASSOCIATION BOARD OF DIRECTORS STUDENT REPRESENTATIVE

The Student Representative shall be a member of the rising Senior Class of the College, to be nominated by the Student Association President and selected by the President of the college in the spring of the year. He/She will serve a term of one academic year. As a director, this representative shall have the privilege of full vote and voice on the Alumni Association Board of Directors.

The purpose of the Student Representative is to serve as liaison between the Student Association and Class Leaders, the student body in general, and the Alumni Association Board of Directors, reporting issues of concern to students (and alumni), as well as the general climate of campus life at MWC. The representative shall periodically report the activities of the Alumni Board to the Student Association Executive Cabinet, Class Council, College Program Board, and any other student organization.

The Student Representative shall aim to foster a spirit of cooperation and communication between the students and the alumni. He/She may elect to work closely with the Chairman, Student-Alumni Relations Committee on various projects and activities throughout the academic year.

DINING HALL COMMITTEE

The Dining Committee is used as a forum for student input on dining hall issues and related concerns. The chairperson of this committee is appointed by the President of the College, with recommendations from the Student Association president.

ENTERTAINMENT COMMITTEE

The Entertainment Committee's principal function will be to bring popular concerts, comedy acts, dances, and other forms of entertainment to the campus to benefit the social life of the College and the community. The Chairperson of the Entertainment Committee is appointed by the Student Association President in the spring. The term of the office shall be for one academic year. The Chairperson shall work in cooperation with the Associate Dean of Student Activities whenever possible. The Chairperson shall appoint a Vice Chairperson and a Secretary/Treasurer from the committee members. The Committee shall be composed of four (4) representatives from each class. These representatives shall be elected through the Senate in the fall semester. The Committee may form Sub-Committees if necessary to carry out its purpose. This committee shall receive funding from the Student Finance Committee.

FILM COMMITTEE

The Film Committee's principal function will be to bring a wide variety of films to campus to benefit the social life of the College and the community. The Chairperson shall be appointed by the Student Association President in the spring. The term of the office shall be for one academic year. The committee shall be composed of four (4) representatives from each class, elected through the Senate in the fall of the year. The Chairperson shall appoint a Vice Chairperson and a Secretary/Treasurer from the Committee. The Vice Chairperson shall serve as Chairperson in his/her absence, help with day-to-day operations, and work with the Associate Dean of Student Activities whenever appropriate. The Secretary/Treasurer shall be responsible for the efficient recording and distribution of the minutes and the bookkeeping of the committee. The Committee may form sub-committees if necessary to carry out its purposes. This committee will receive funding from the Finance Committee.

INTER-CLUB ASSOCIATION (ICA)

The purpose of the Inter-Club Association is to coordinate an overall program of organizational activities for all members of the Association. The Association shall act as an

agency for discussion of problems or concerns between its members. The Association shall assist in the development of new organizations to meet the student body's needs, and to officially recognize new clubs. The Chairperson shall be appointed by the Student Association President in the spring of the year. The term of office will be for one academic year. The Association shall be composed of one delegate from each of the recognized clubs, at the meetings held each month during the academic year. The Chairperson shall appoint a Vice Chairperson, to assist the Chairperson in the day-to-day operations of the Association. The Chairperson shall also appoint a Secretary/Treasurer, who shall record and distribute the minutes of all meetings and bookkeeping, as well as assisting the Chairperson whenever necessary. The Association shall work in cooperation with all organizations to carry out its purposes.

STUDENT DEFENSE COMMISSION

The Student Defense Commission's purpose is to insure due process, as well as fair and efficient discipline at Mary Washington College. The Commission provides appropriate counsel, referral, and advice to the student body. Each student of Mary Washington College is entitled to full defense in the event that he/she is charged with a violation(s) of any of the following: Honor Code, Judicial, College regulations and rules, and Student Association regulations and rules. The Executive Commissioner shall be appointed by the Student Association President in the spring. The term of the office shall be for one academic year. The Executive Commissioner shall appoint a Vice Commissioner, who shall assist the Executive Commissioner whenever necessary. The Executive Commissioner shall appoint a Secretary/Treasurer. The Executive Commissioner shall also appoint all Student Defenders to the Commission. The Executive Commissioner shall work in cooperation with the Honor Council President in carrying out its purposes. This Commission shall receive funding from the Finance Committee.

TRAVEL COMMITTEE

The Travel Committee's principal function will be to plan, organize, arrange, and carry out various campus-wide trips. The Chairperson shall be appointed by the Student Association President in the spring. The term of the office shall be for one academic year. The Committee shall be composed of two (2) representatives from each class, elected through the Senate in the fall of the year. The Chairperson shall work with the Student Association to carry out its purposes. This committee shall receive funding from the Finance Committee.

Section 6. Student Association Services

ESCORT SERVICE The purpose of the Escort Service shall be to provide safe transportation to all students after dark to destinations within a reasonable distance from the campus as well as around the campus in general. The Escort Service is a service that is provided by the Senate Safety Committee and is operated by students. The Service shall operate each day of the week during the academic year, from 7:00 pm to 1:00 am. After 1:00 am the students are advised to contact the Office of College Police for safe transportation.

REFRIGERATOR RENTAL PROGRAM

The Refrigerator Rental Program is administered by the Student Association Executive Coordinator for the use of Mary Washington College administration, faculty and students in need of a refrigerator. A security deposit and fee are both required for the academic year.

STUDENT RIDE BOARD

The purpose of the Student Ride Board is to bring together those students in need of a ride and those students willing to provide rides. The purpose of the Board is to alleviate transportation problems students may encounter when leaving and returning to College on breaks during the academic year. The Board shall be maintained by the Senate Publicity Committee. The Board is located in the Campus Center.

TUTORIAL BOARD

The purpose of the Tutorial Board is to provide a listing of those students who are qualified to tutor in various academic subject areas. The Board is maintained by the Inter-Honorary Association in cooperation with the Academic Affairs Chairperson.

Section 7. Other Committees Related to the Student Association

ASSOCIATION OF RESIDENCE HALLS (ARH)

The purpose of the Association of Residence Halls is to establish relations, resolve problems, and provide support as well as information between each of the residence halls. The Association shall sponsor social and educational events that are beneficial to the College and the community. The Association shall elect a President, Vice President, and Secretary Treasurer in the spring of the year. The term of office shall be for one academic year. The Membership shall consist of each of the Presidents of the residence halls on campus. The Association shall work in cooperation with all other organizations to carry out its purposes.

COLLEGE PROGRAM BOARD (CPB)

The purpose of the College Program Board is to coordinate the various organizations, committees, and clubs in an effort to schedule campus wide social, entertainment, and cultural events throughout the academic year. The Board shall produce a monthly calendar which includes all events scheduled for that particular month and in cooperation with the Master Calendar through the Associate Dean of Student Activities. The Board shall have four officers: Chairperson, Vice Chairperson, Secretary/Fiscal Coordinator and Publicity Coordinator each with equal voice and vote. The Board membership shall be composed of the following: the Student Association Vice President, Student Association Executive Coordinator, Inter-Club Association Chairperson, Vice President of Class Council, President of Association of Residence Halls, Student Association Entertainment Committee Chairperson, Student Association Film Committee Chairperson, Underground Manager, Great Hall Manager, Commuting Student Association Chairperson and the Associate Dean of Student Activities, who serves as an advisor to the Board. The Board shall cooperate with all the appropriate organizations to carry out its purposes. The Board shall receive funding from the Finance Committee and its membership organizations.

INTER-HONORARY ASSOCIATION (IHA)

The purpose of the Inter-Honorary Association is to promote scholarship, coordinate activities among honor societies and honoraries, assist in the promotion of these activities and to recognize new honor societies and honoraries. The Association shall coordinate between the honor societies and honoraries, facilitating the purpose of under-taking various projects of academic interest to the college. The Academic Affairs Chairperson shall call and preside over the first meeting of the fall semester, to elect the Chairperson, Vice Chairperson and Secretary/Treasurer of the Association. The term of office shall be for one academic year. The Association shall be composed of the Presidents of all of the recognized honor societies on campus, the Student Association Academic Affairs Chairperson and the Associate Dean for Academic Services. The Association shall meet each month during the academic year. The Association shall provide in cooperation with the Academic Affairs Council students for the Tutorial Board. The Association shall undertake various projects of academic interest to the College and the community.

STUDENT FINANCE COMMITTEE

The purpose of the Finance Committee is to allocate a portion of the funds received from the comprehensive fee. Allocations may only be made to recognized student organizations and committees that are open to all interested full-time undergraduate students that are beneficial to the College and the community. These bodies may not be politically or

religiously affiliated. The Committee will also be responsible for reviewing on a regular basis the financial status of the bodies that it has given funding. The Committee shall consist of the Chairperson, Secretary/Treasurer (non-voting capacity), three Student Senators, three non-Senator students, the Student Association Vice President, the Student Association President. Additional members acting as advisers are the Associate Dean of Student Activities and the Vice President for Business and Finance for the College. The Student Senators, non-Senator students, and the Secretary/Treasurer shall be elected in the Senate. The Chairperson shall be nominated and elected by the Finance Committee in the spring of the year. The Finance Committee shall conduct annual budget hearings in the spring of each year for the purpose of funding for the following year.

Constitution

Class Council

Mary Washington College

Article I: Purpose

Class Council is the coordinating body of all class activities. It is a non-profit organization with no connection with the Student Association. Its function is that of a body solely concerned with social activities on campus, and its goal is to provide more and better social activities for the students, at a minimal cost.

The organization is structured so that more people can be involved in Class Council activities and provide an atmosphere of a real community through the classes working together.

Article II: Organization

Section 1. Class Council shall be composed of the four major class officers (President, Vice President, Secretary-Treasurer and Publicity Chairperson). These officers represent each class at Class Council meetings and act as a liaison between each class and Class Council. These four officers are equal voting members of Class Council.

Section 2. The officers of Class Council shall be as follows:

- a. The President of Class Council will be elected from the members of Class Council by the members themselves. Duties of the President include: serving as a liaison between the administration and Class Council, presiding over all Class Council meetings, serving on the selection committee for Who's Who Among Students in American Universities and Colleges, participating in the College Program Board, handling all administrative and disciplinary functions with the assistance of the Class Council Adviser.
- b. The Vice President of Class Council shall be elected from the members of Class Council by the members themselves. Duties of the Vice President include: monitoring the file system of Class Council, representing the organization on Senate, handling all dealings with the Mixer Manager, coordinating special activities as well as Mixers, serving in the absence of the President.
- c. The Secretary/Treasurer of Class Council shall be elected from the members of Class Council by the members themselves. He or she keeps the minutes of all Class Council meetings, and handles all correspondence for Class Council. He or she handles all Class Council finances, and is responsible for submitting a budget request to the Student Association Finance Committee.
- d. The Publicity Chairperson of Class Council shall be elected from the members of Class Council by the members themselves. A Publicity Committee shall be formed, and composed of the publicity chairperson from each class and interested students. The function of the Publicity Committee is to publicize all events sponsored by Class Council.

Section 3. The duties of each class officer are defined as follows:

- a. The president shall preside over all class meetings, act as organizer for all functions of his or her class, and act as liaison between the class and Class Council.
- b. The vice president presides over all class meetings in the absence of the president, acts as committee chairperson for various activities of the class and submits a file on each activity.
- c. The Secretary/Treasurer shall keep minutes of all meetings and handle all correspondence for the class, and shall delegate necessary finances for the class at the Class Council Secretary/Treasurer's discretion.
- d. The publicity chairperson shall handle all publicity for the class, and shall also serve on the Publicity Committee for Class Council.

Article III: Budget

The Class Council budget is a consolidated sum of money which is requested, each March, from the Student Association Finance Committee. The Class Council Secretary/Treasurer is responsible for drawing up a budget request form that includes the activities for the coming year and the estimated amount needed for each event.

Individual class accounts within the Class Council budget may be established at the discretion of the class officers. Receipts from class events such as fundraisers and picnics shall be deposited, and may be later used to sponsor class activities.

Article IV: Elections

Section 1. Prior to nominations workshops shall be held explaining the duties of specific offices and the functions of Class Council. Attendance at these workshops shall be mandatory for all persons seeking office.

Section 2. At a public meeting, official nominations will be held for all class offices. Any person desiring to have his/her name placed on the ballot after having missed official nominations shall do so by submitting a petition consisting of 20 percent of their respective class to an officer designated by Class Council within 24 hours of official nominations. The petitioners must then be given a workshop training.

Section 3. Campaign Rules.

- a. All candidates must be currently enrolled and in good academic standing (a 2.0 cumulative and a 2.0 each semester while holding the term of office) and in good social standing as defined by the Dean of Students. (Good social standing means: the student is not on social probation or is not suspended from living in the residence halls during the period of campaigning and during the semesters of the term of office.) The term of office begins upon installations. A candidate will not be considered qualified to run if application has been made to transfer from Mary Washington College.
- b. There will be no campaigning over the public address system, on the radio or in the newspaper.
- c. An absolute limit of \$30 is hereby established on campaign expenditure. This amount includes any materials donated to the campaign. In the event of a re-election, the \$30 carries over.
- d. There is a limit of 25 pieces of campaign material (posters, banners, candy, flyers, novelty items, etc.) which may be posted.
- e. All campaign material attached to fronts of buildings must be of oilcloth or other suitable fabric and must be strung or wired to the buildings.
- f. Banners cannot be hung until the official close of nominations and must be hung by the candidate himself/herself. No campaign material can be hung from trees, Seacobeck Dining Hall, or academic buildings. Reserving banner spaces is prohibited. In addition, if the banner of an

officer candidate is unwillingly removed, the banners of ALL the candidates running for the same office must be taken down until the former banner is retrieved or replaced by the candidate.

- g. Buttons or any campaign material worn on the person may be unlimited in number. However, if the above mentioned is not found on the person (e.g. on the ground), it will be counted towards the allotted 25 pieces of campaign material.
- h. No flyers or printed material written on message boards or distributed in mailboxes is permitted.
- i. Each candidate must submit a typewritten qualification sheet to an officer designated by Class Council within 24 hours of the official nomination. No qualification sheets shall be accepted after the given 24 hours. The qualification sheet should include: name, office seeking, age and major field of study. A picture may be attached. Pictures containing alcohol, drugs, or pornography will be rejected. The sheet is limited to one side of a legal page and will be posted in the Campus Center.
- j. The qualification/platform sheets are not counted as campaign material.
- k. The Post Office, Seacobeck Dining Hall, and academic buildings are off limits for campaign material.
- l. From the opening until the closing of the polls no campaign material is to be posted in the balloting area on the day of elections. This area is designated by Class Council before the election.
- m. On election day, campaigning within 150 feet of the ballot box will result in disqualification. This area will be clearly marked by Class Council.
- n. All campaign materials must be removed within 24 hours of election results. Each additional day will result in a \$5.00 charge.
- o. Any deliberate attempt by a candidate to disqualify illegally another candidate will result in the first mentioned candidate's disqualification.
- p. "I have read and understand the above stated rules. I realize if these rules are not followed in their entirety, I will be disqualified. I also realize that if I am elected to a Class Council Office, it is my duty to attend all Senior Week functions."* Signature:_____ This agreement is legally binding, and must be signed prior to becoming an officer candidate. This agreement will be kept on file up to one year after the nomination/election period.
- q. If an election is to be contested, a formal written complaint must be made to the officer designated by Class Council within 24 hours after the election.
- r. Anyone, including a Class Council Officer, may contest an election if he/she believes any of the Class Council Election Procedures as stated in the Mary Washington College Student Handbook have not been followed in their entirety.
- s. The Class Council President shall appoint a committee of three who will rule on the contestment. The appointed body shall consist of the Honor Council President, officers of election, and the Class Council Advisor. The Class Council President shall act as an ex-officio member of the committee. The committee shall hear all parties involved in the contestment, then deliberate, and make a decision on the matter. This decision is final and cannot be appealed.

Article V: Failure to Finish Term of Office

Section 1. In the event of a vacancy in any of the class offices other than president, the officers shall appoint a person to fill the remainder of the term. Eligible persons shall be chosen from interested persons in the class. Qualification sheets will be due to the President of Class Council within 48 hours of the announced opening. A committee consisting of the remaining class officers, the President of Class Council, and

the adviser to Class Council will interview and appoint a person to fill the vacated position.
Section 2. Should the vacancy occur in the office of the President, the Vice President shall become President and a new Vice President shall be appointed by the present officers to fill the remaining term, following the guidelines of Section 1.

Section 3. Should a Class Council officer vacate these positions, a replacement shall be elected by the members of Class Council following the guidelines of the original elections.

Article VI: Meetings

Section 1. Class Council meetings are held weekly and it is the prerogative of the Council members to decide time and date of meetings. It is the duty of each officer to attend all meetings.

Section 2. While realizing that occasional absences due to illness or family emergencies are inevitable, it is the duty of each officer to attend all meetings and scheduled events. If an officer is to miss a meeting or an event, it is expected that he/she will contact a Class Council officer prior to the scheduled time.

Section 3. An attendance and tardiness policy for Class Council Officers should be adopted at the beginning of each year, in the fall, in order to clarify officer attendance for the year's upcoming Class Council meetings and events.

Article VII: Adviser

One member of the faculty is to be chosen, each year, by the members of Class Council as an adviser. The adviser's duties shall be as follows:

1. Attend all meetings and activities.
2. Serve on the committee for the selection of *Who's Who Among Students in American Universities and Colleges*.
3. Verify qualified candidates' grades before running for office and all officers' grades after first semester.

By-Laws

The By-Laws of Class Council shall be an explanation and method of the Class Council Constitution.

Section I. Oath of Office

I _____ do solemnly promise to uphold the Constitution of Class Council of Mary Washington College and pledge to efficiently perform the duties of the office of _____ to which I have been elected.

Section 2. Recall

- a. Any officer may be recalled by his or her class if he or she has failed to perform efficiently the duties of or uphold the standards of the office.
- b. Upon petition of 20 percent of the electorate for said office, the question of recall shall be considered. A quorum of the electorate must vote in favor of recall in order for the motion to be carried and an officer to be recalled by his or her class.

Section 3. An officer must remain in good academic standing (maintaining a 2.0 overall and a 2.0 each semester while holding the office) and in good social standing as defined by the Dean of Students, throughout his or her term of office.

Section 4. A vacancy shall exist when an officer fails to uphold good academic or social standing or is recalled by his or her class.

Article IX: Amendments

Amendments to the Constitution must be approved by a 2/3 vote of the members of Class Council.

Clubs and Organizations

Athletic Teams

Athletic competition for men is available in baseball, cross country, soccer in the fall; basketball, swimming and track in the winter; and baseball, lacrosse, tennis and track and field in the spring. Athletic competition for women is available in cross country, field hockey, soccer, tennis, volleyball in the fall; basketball, swimming and track in the winter; and lacrosse, softball, tennis and track and field in the spring. Riding competition for men and women is available throughout the year.

Notices concerning organizational meetings for each team will appear in the weekly *This Week* prior to the meeting time. Practices are usually scheduled after 3:30 p.m., Monday through Friday, and last approximately two hours.

Students are encouraged to participate in the athletic program as players, trainers, managers, scorers, timers, or statisticians. Each position plays an integral role in the success of MWC's athletic teams.

State regional and national tournaments climax most of the athletic teams' seasons. Participants are also honored at an annual sports award banquet.

New students interested in trying out for varsity teams are encouraged to seek out the coaches as soon as they arrive on campus. Candidates for teams must register for the varsity sport during course registration.

The Board of Publications and Broadcasting

The Board of Publications and Broadcasting serves in the role of publisher for all student publications and broadcasts that draw support from the comprehensive fee at Mary Washington College. In this capacity it recommends financial support from comprehensive funds for the maintenance of these communications; and, while it guarantees editorial freedom for the student publications and broadcasts to maintain their integrity of purpose as vehicles for free inquiry and free expression, it also ascertains that each publication is complying with its own general statement of policy. Grievances against any of the publications may be brought to the Board.

The Battlefield

The College yearbook, *The Battlefield*, captures the student year in words and pictures. It is published by students and contains pictures of the administration, faculty, and students, as well as of all the clubs and other activities that make up student life.

The Bullet

The Bullet, the campus newspaper, is published weekly. Pictures and articles about recent events, important upcoming events, editorials, and letters to the editor on subjects of current interest to the student are featured. *Aubade*, published annually, is the campus literary and arts magazine produced to publicize the literary and artistic talents of students and to encourage such work. It contains short stories, plays, poems, and graphics by Mary Washington College students and faculty.

The Polemic

The Polemic is Mary Washington's student-run journal of opinion on current political, social, and environmental issues. The Polemic accepts articles written by students and faculty



of Mary Washington College, as well as residents of Fredericksburg. All opinions are considered equally.

WMWC

The College radio station, WMWC, broadcasts to all residence halls. Programs include varied selections of music, campus news, sports coverage, and items of local interest. Broadcasts from outside stations are also featured.

Performing Groups

The College Community Symphony Orchestra is an instrumental musical organization composed of faculty, students, and community participants. It presents four concerts each year.

The MWC Chorus is a chorus of treble singers comprised totally of College students. It presents three concerts each year.

The Fredericksburg Singers is a mixed chorus, comprised of faculty, students, and community participants. Three concerts each year are presented.

The MWC Jazz Ensemble is a student organization that presents two concerts each year.

The Department of Dramatic Arts and Dance presents theatrical productions and dance concerts on a regular basis throughout the school year. Auditions for productions by the Drama Department are open to all members of the College community.

Leadership Development Center

The Leadership Development Center is committed to developing and/or enhancing the leadership skills of Mary Washington College students by providing a variety of experiential and educational opportunities. Individuals and groups can benefit from services such as organizational assessment, consultations, customized workshops, and formalized leadership training and education. In addition, the Leadership Development Center serves as a clearinghouse for information on resources and leadership conference opportunities available to students.

President	Shannon Rothgeb
Vice President	Rowena Poythress
Secretary-Treasurer	Michelle Brown
Publicity	Ann-Clayton Everett

President	Shannon Rothgeb
Vice President	Rowena Poythress
Secretary-Treasurer	Michelle Brown
Publicity	Ann-Clayton Everett

President Kelly Helmstutler
Vice President to be elected
Secretary-Treasurer Jennifer Keller
Publicity Keith Carrol

President Leonard Ornstein
Vice President Peter Buccellato
Secretary-Treasurer Nicole Dixon
Publicity Yolanda Booker

President	to be elected
Vice President	to be elected
Secretary-Treasurer	to be elected
Publicity	to be elected

President	Nellie King
Senior Representatives	Stephen Lewis
	Justin Piat
	Gabrielle Sulzbach
	Michelle Turner
Junior Representatives	John Anstey
	Keith Carroll
	Stephen Covert
	Brian Sullivan
Sophomore Representatives	David Austin
	John Carter
	Dana Glenn
	Jana Squires
Freshman Representatives	to be elected

President	Liam Cleaver
Vice President	John Richmond
Judicial Chairperson	Timothy Brice
Academic Affairs Chairperson	Devon Williams
Legislative Action Committee	
Chairperson	Kevin Osborn
Commuting Student Chairperson	Anne Bradshaw
Treasurer	Justin Piatt
Secretary	Dave Felix
Executive Coordinator	Katherine Moore

President John Richmond
Vice President to be elected
Secretary-Treasurer Sonja Peyton
Parliamentarian Nell Ford
Rules and Procedures
 Co-Chairpersons James Cordone

Safety Co-Chairpersons	Kimberly Fisher Keith Krisko
Special Projects Co-Chairpersons	Patrick Fines Kristin Regula
Student Opinion Co-Chairpersons	Lori Fitzgerald Nathan Wade
Student Welfare Co-Chairpersons	Jerry Kelly Romaine Ketcha
Publicity Co-Chairpersons	Timothy Staehling Amy Wray

Senior Representatives	to be appointed
Junior Representatives	to be appointed
Sophomore Representatives	to be appointed
Freshman Representatives	to be appointed

Chairperson Timothy Brice
State Subcommittee Chairperson to be appointed
State Subcommittee Vice Chairperson to be appointed
Campus/Local Subcommittee Chairperson to be appointed
Campus/Local Subcommittee
Vice Chairperson to be appointed

Co-Chairpersons Eric Axelson
Chad Knowle

Chairperson Renne Haskins
Megan Prosser

Chairperson Nicole Rager

Chairperson Wilma Brooks

Chairpersonto be appointed

Executive Commissionerto be appointed
 Vice Commissionerto be appointed
 Secretary-Treasurerto be appointed

Student Defendersto be appointed

Chairperson to be appointed

Presidential Dining Hall Committee

Chairperson to be appointed

Alumni Association Student

Representative Mathew Lee

Association of Residence Halls

President Jeanette Coiner

Board of Publications and Broadcasting

Chairperson to be elected

The Bullet

Editor Dana Canatsey

The Battlefield

Editor to be elected

Polemic

Editor to be elected

Aubade

Editor to be elected

WMWC

Station Manager David Harris

Student Elected at Large to be elected

Inter-Club Association Clubs

Admissions Club

Purpose: To assist the Admissions Office in promoting the College. Activities include giving campus tours, attending alumni receptions and hosting overnight visitors.
Requirements: open to all interested, full-time undergraduate students of the College.

American Chemical Society—MWC Student Affiliate Chapter

Purpose: to provide students interested in chemistry and chemical engineering with greater insight into these fields and to instill a sense of professionalism in these future scientists.
Requirement: enrollment in course work leading toward a degree in chemistry or related discipline.

Amnesty International

Purpose: to promote and protect human rights, as defined by the United Nations Declaration of Human Rights.
Requirement: open to all interested full-time undergraduate students of Mary Washington College

Anthropology Club

Requirement: open to all interested, full-time undergraduate students.

Art Appreciation Club

Purpose: to encourage an interest in the fine arts through guided educational tours of museums and galleries, lectures, and other related activities.
Requirement: open to all interested full-time undergraduate students of the College.

Asian Student Association

Purpose: to expand interest in and appreciation for Asian culture. Requirement: open to all interested full-time undergraduate students of the College.

BACCHUS (Boost Alcohol Consciousness Concerning the Health of University Students)

Purpose: to provide primary prevention efforts to help alleviate the problem of alcohol misuse and abuse on campus.
Requirement: open to all interested full-time undergraduate students of the College.

Association for Computing Machinery (ACM)—MWC Student Chapter

Purpose: to provide students interested in the field of computer science a forum to promote professionalism and to learn more about this rapidly evolving academic and career field. There are regular meetings, stimulating lectures, and enjoyable social events.
Requirement: open to all interested full-time undergraduate students of the College.

Baptist Student Union

Purpose: to attain personal growth, as well as to minister to the needs of fellow students.
Requirement: open to all interested full-time undergraduate students of the College.

Biking Club

Purpose: to help members get more enjoyment from their bicycles through tours, races, maintenance, riding safety and skills and have a more conscientious respect for the environment.
Requirement: open to all interested full-time undergraduate students of the College.

Biology Club

Purpose: to promote interest in Biology by use of field trips and stressing various aspects of biology.
Requirement: open to all interested full-time undergraduate students of the College.

Black Student Association

Purpose: to appreciate, explore, and promote Black Culture and Black Heritage. To provide cultural and social activities for students (particularly Black Students). To enlighten members and other groups about Black concerns and issues; and to facilitate communication and understanding on campus and in the Fredericksburg community.
Requirement: open to all interested full-time undergraduate students of the College.

Black Men of Negro Descent

Purpose: to promote increased cultural awareness and unity between all people, especially among minority men. Even though BOND has minority roots, it is interested in members who are dedicated to promoting spiritual, personal, and intellectual growth in any community.
Requirement: open to all interested full-time undergraduate students of the College.

Campus Christian Community

Purpose: to provide a Christian community which supports and challenges individuals as they seek to grow in their relationship with God. Programs focus on fellowship, spiritual nurture, Christian education, and social action. The CCC is an interdenominational ministry supported by the Episcopalians, Lutherans, Presbyterians, and United Methodists.

Requirement: open to all interested full-time undergraduate students of the College.

Catholic Student Association

Purpose: to foster the spiritual, intellectual, and social lives of the students.

Requirement: open to all interested full-time undergraduate students of the College.

Circle K

Purpose: to help students become involved in school and community through sharing, service and concern, and to promote fellowship through various social activities (part of Kiwanis Club).

Requirement: open to all interested full-time undergraduate students of the College.

Circolo Italiano

Purpose: to promote student interest and enthusiasm for the study of the Italian language and culture.

Requirement: open to all interested full-time undergraduate students of the College.

College Republicans

Purpose: to bring College students into the Republican Party and provide them the opportunity to find political expression and recognition; to encourage participation in the activities of the Republican party and promote its ideals; to collect, discuss and disseminate information concerning political affairs; to coordinate activities of all Republicans on campus.

Requirement: open to all interested full-time undergraduate students of the College.

Der Deutsche Verein

Purpose: to promote interest in the cultural aspects of Germany and German speaking countries.
Requirement: open to all interested full-time undergraduate students of the College.

Drill Team

Purpose: represent MWC by performing dance routines at basketball games and other sporting events and functions upon request.

Requirement: open to all interested full-time undergraduate students of the College.

Ecology Club

Purpose: to seek information about our environment and to encourage an active interest and participation in its

maintenance and improvement, and to maintain an active relationship with the Fredericksburg community.

Requirement: open to all interested full-time undergraduate students of the College.

Economics Club

Purpose: to promote and encourage an interest in field of economics.

Requirement: open to all interested full-time undergraduate students of the College.

El Club Espanol

Purpose: to promote an interest in the Hispanic culture and language; provides an opportunity for students of Spanish to enjoy the songs, dances, foods, and customs of all Spanish countries, and raise scholarship funds for a student studying abroad.

Requirement: open to all interested full-time undergraduate students of the College.

Fellowship of Christian Athletes

Purpose: to present athletes the challenge and adventures of receiving Jesus Christ and serving Him in their relationships.

Requirement: open to all interested full-time undergraduate students of the College.

Fencing Club

Purpose: instruct in the art of fencing and the directing and judging of fencing bouts.

Requirement: open to all interested full-time undergraduate students of the College.

Gay, Lesbian and Bisexual Student Association

Purpose: to provide an open and positive atmosphere for homosexual and bisexual students and their heterosexual supporters, to educate the College community about homosexuality, and act as a support network.

Requirement: Open to all interested full-time undergraduate students of the College.

Geology Club

Requirement: open to all interested full-time undergraduate students of the College.

Hillel Club

Purpose: to promote through educational, cultural, religious and social activities interest and discussions of the Jewish culture.

Requirement: open to all interested full-time undergraduate students of the College.

Hispanic Student Association

Purpose: to provide support for hispanics and instill a sense of community for hispanics attending the College, increase pride and cultural awareness, provide an outlet for concerns that affect hispanics and increase a sense of sensitivity towards hispanics.

Requirement: open to all full-time undergraduate students of the College.

History Club

Purpose: to encourage and promote interest in history and to sponsor activities which provide insight into the field of history.

Requirement: open to all interested full-time undergraduate students of the College.

Hoof Prints Club

Purpose: to promote interest and enjoyment of all horse related activities. The club sponsors trips to equestrian events and holds two horse shows each year.

Requirement: open to all interested full-time undergraduate students of the College.

The International Circle

Purpose: Seeks to promote cultural diversity by enabling students from different countries and backgrounds to express their originality.

Requirement: Open to all interested full-time undergraduate students of the College.

International Relations Club

Purpose: to further an interest in and a knowledge of past and present international affairs, both at the College and in the surrounding community.

Requirement: open to all interested full-time undergraduate students of the College.

Interstate Student Union

Purpose: to help out-of-state (as well as long distance) students adapt to living in Fredericksburg, Virginia and to integrate the many cultural facets of the College's student body.

Requirement: open to all interested full-time undergraduate students of the College.

Inter-Varsity Christian Fellowship

Purpose: to deepen and strengthen the spiritual life of participants through Bible study and prayer, to witness to others about Jesus Christ and to help them come to know Him personally, and to promote interest in world evangelism.

Requirement: open to all interested full-time undergraduate students of the College.

Italian Club

Purpose: to bring an understanding and an appreciation of the many diverse elements that compose the Italian culture.

Requirement: open to all interested full-time undergraduate students of the College.

Jolly Company

Purpose: to promote and expand the interest of board games, fantasy games, and other associated games among the students on campus.

Requirement: open to all interested full-time undergraduate students of the College.

Le Cercle Francais

Purpose: to encourage an interest in the French language and culture through various club-sponsored activities.

Requirement: open to all interested full-time undergraduate students of the College.

National Organization For Women (NOW)

Purpose: provides for the mainstreaming of women into all aspects of society on an equal basis with men.

Requirement: open to all interested full-time undergraduate students of the College.

Physical Therapy Club

Purpose: to promote interest as well as provide information about the physical therapy profession. The club sponsors speakers, travels to physical therapy schools as well as facilities that employ physical therapists, and encourages information sharing about the profession among its members.

Requirement: open to all majors interested in physical therapy and to all interested full-time undergraduate students of the College.

Pi Nu Chi

Purpose: to provide nursing students with information about transfer programs to nursing schools and give them an opportunity to participate in various social and service activities throughout the year.

Requirement: open to all interested full-time undergraduate students of the College.

Poetry/Fiction Readers Series

Purpose: to bring to campus accomplished writers who give readings of their work, to provide the campus with opportunities to hear literature in performance, and to bring the college community in direct contact with poets and fiction writers.

Requirement: open to all interested full-time undergraduate students of the College.

Political Science Club

Purpose: to further an interest in the American political system on a local, state and national level and work to educate the campus on political issues through public speeches, voter awareness, and various service activities throughout the year.

Requirement: open to all interested full-time undergraduate students of the College.

Pre-Medical Association

Purpose: to promote interest in knowledge of medicine as a career.

Requirement: open to all interested full-time undergraduate students of the College.

Preservation Club

Purpose: to promote, acquaint, and involve students in the growing preservation movement. The club will strive to promote preservation ethic and increase awareness of preservation benefits and career possibilities.

Requirement: open to all interested full-time undergraduate students of the College.

Russian Club (Kruzhok)

Purpose: to gain a better understanding of the Russian culture, the Soviet system, and global entanglements.

Requirement: all full-time undergraduate college students interested in the Russian way of life, language, and culture may become members.

Society for the Advancement of Learning Disabled Students

Purpose: to provide a support organization for students who have been diagnosed learning disabled and for students and faculty interested in learning disabilities. To inform the community about issues and promote fair treatment of learning disabled students at MWC.

Requirement: open to all interested full-time undergraduate students of the College.

Society for the Advancement of Management (SAM)

Purpose: to provide an opportunity for the members to increase management skills and expertise through participation in programs and services designed to improve their knowledge, performance, and leadership ability and through the interaction of students, faculty and practicing managers.

Requirement: open to all interested full-time undergraduate students of the College.

Society of Physics Students

Purpose: To promote extra departmental interests of physics majors through field trips, speakers, and social events.

Requirement: Physics majors and other students who have manifest interest in physics.

Student Education Association

Purpose: to interest capable young men and women in education as a lifelong career and to develop an understanding of the teaching profession.

Requirement: open to all interested full-time undergraduate students of the College.

Students for Life

Purpose: to educate on abortion and prenatal child development through films, literature, etc., and encourage alternative to abortion by supporting pro-life organizations.

Requirement: open to all interested full-time undergraduate students of the College.

Terrapin Club

Purpose: to promote interest and develop skills in synchronized swimming.

Requirement: try-outs for swimming strokes and stunts; a

good scholastic average; full-time undergraduate students of the College.

Trek Club

Purpose: provide opportunities for various outdoor activities such as hiking, camping, climbing, etc., teach principles of outdoor living, and promote fellowship among members and develop strong leaders.

Requirement: open to all interested full-time undergraduate students of the College.

Voices of Praise of Mary Washington College

Purpose: to promote and cultivate spiritual growth and cultural and educational awareness of gospel music.

Requirement: open to all interested full-time undergraduate students of the College.

Volleyball Club

Purpose: to learn new skills, improve skills, promote sportsmanship and enjoy the recreational and social aspects derived from sports involvement.

Requirement: open to all interested full-time undergraduate students of the College.

Wellness Club

Purpose: to achieve the highest potential of well being for our members and to promote wellness throughout the campus community.

Requirement: open to all interested full-time undergraduate students of the College.

Women of Color

Purpose: to provide support for and increase the awareness of the cultural and historical contributions of minority women; to provide opportunities for personal, spiritual, and intellectual growth.

Requirement: open to all interested full-time undergraduate students of the College.

Women's Issues Group

Purpose: to discuss women's issues and topics of concern to women and provide a forum for education of these issues.

Requirement: open to all interested full-time students of the College.

Young Democrats

Purpose: to stimulate in young people an active interest in governmental affairs, to provide support for Democratic candidates, to help acquaint voters with the issues and the candidates, and to provide for the expression of the ideals and principles of the Democratic Party.

Requirement: open to all full-time undergraduate students enrolled at Mary Washington College.

Inter-Honorary Association Honoraries

Alpha Phi Sigma

Purpose: to encourage learning and to recognize high scholastic achievement.

Requirement: a 3.25 average and 60 semester hours. Alpha

Psi Omega

Purpose: to promote excellence in theatre arts.

Requirement: specific theatrical experience as described in the national constitution.

Chi Beta Phi—National Honorary Scientific Fraternity

Purpose: to promote interest in science by scientific investigation, lectures by prominent scientists, papers prepared by regular members and general discussion.

Requirement: declared major in biology, chemistry, geology, mathematics, physics, or medical technology with a 3.5 average in 20 semester hours of math and science; a 3.0 average in all other courses.

Eta Sigma Phi-National Honorary Classics Fraternity

Purpose: to promote the study of classical antiquity and to recognize those who pursue such study.

Requirement: a 3.0 average of 12 hours of classics courses, with at least 9 hours in ancient Greek and/or Latin.

Gamma Theta Upsilon

Purpose: International Geography Honorary

Requirement: minimum 15 hours Geography, with at least 3.0, and overall 2.75.

Kappa Delta Pi-Nu Xi Chapter

Purpose: to promote the discipline of education through recognition of honor students who plan to teach.

Requirement: junior standing with a 3.0 average seeking Collegiate Professional Certification.

Lambda Iota Tau-National Honorary Fraternity

Purpose: to recognize and promote interest in literary achievement.

Requirement: membership offered to students with 12 hours of literature with a 3.0 average in the major (200 or above) and a 2.8 average overall.

Mortar Board-Senior Honor Society (Cap and Gown Chapter)

Purpose: to recognize and encourage scholarship and leadership, to provide service, to emphasize the advancement of the status of students, and to support the ideals of the College.

Requirement: senior, 3.0 overall average, election.

Mu Phi Epsilon—National Honorary Music Fraternity

Purpose: to promote musicianship, scholarship, and a true bond of friendship.

Requirement: a 3.0 average or better in music, a 2.0 overall average, and election.

Omicron Delta Epsilon—National Economics Honorary Society

Purpose: to promote greater interest in and understanding of economics.

Requirement: overall 3.0 average, 3.5 average in 12 hours of economics.

Phi Alpha Theta—National History Honorary Society

Purpose: to promote the study of history and to recognize those students who have exhibited excellence in that field.

Requirement: overall 3.0 average, 3.2 average in history.

Phi Sigma Iota—National Honorary Modern Foreign Language Fraternity

Purpose: to recognize high scholastic achievement in foreign language study.

Requirement: juniors with a 3.5 in Modern Foreign languages and a 3.0 overall average. A student must be planning to continue with a conversational or literature course in one or more of the Modern Foreign languages.

Pi Gamma Mu—National Social Science Honorary Society

Purpose: to improve scholarship in the social studies, to inspire social service to humanity, and to promote mutual understanding among all people.

Requirement: 20 semester hours in social studies and a 3.0 average with no failures in any subject.

Pi Mu Epsilon (Math Honorary) Pi Sigma Alpha

Purpose: to recognize scholastic standing as well as stimulate scholarship and intelligent interest in the subject of Political Science, International Relations, Public Administration, and Government.

Requirement: Junior or Senior with a 3.0 average overall, 12 semester hours in Political Science, International Relations or Public Administration at 300 level or above and a 3.0 average therein.

Psi Chi—National Society in Psychology

Purpose: to advance the science of psychology; to encourage, stimulate, and maintain the scholarship of the individual members in all fields, especially in psychology.

Requirement: psychology majors or BLS students with a core in psychology who have an overall GPA of at least 3.0 and an average of 3.25 or better in psychology. At least 12 credit hours of psychology must be counted.

Regional Scholars Organization

Purpose: to promote scholarship through educational,

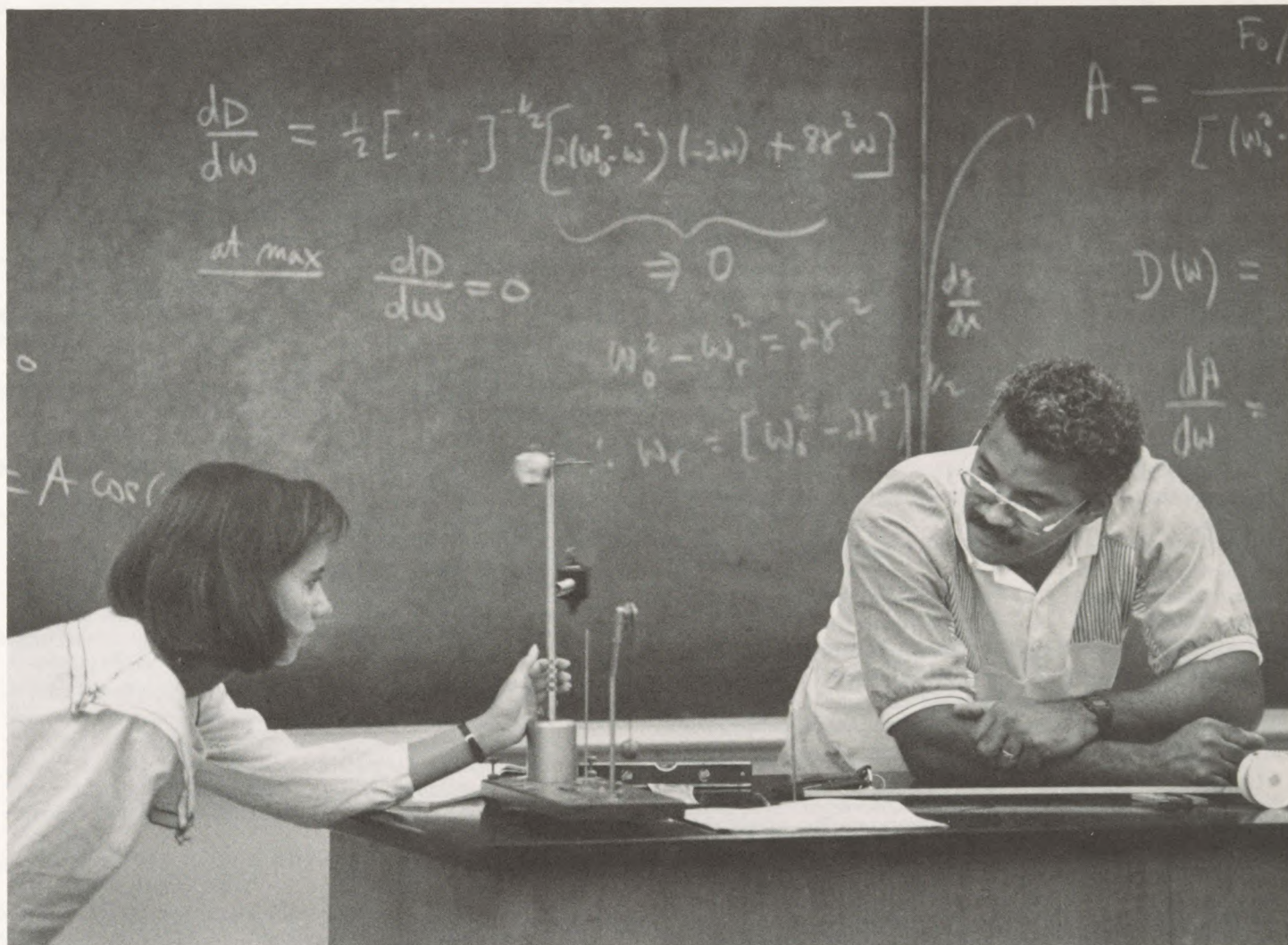
cultural, and social activities for the College community.

Requirement: selection as a Regional Scholar.

Phi Beta Kappa

Purpose: Phi Beta Kappa is a national society, now two hundred years old, that recognizes the achievement of humane learning by students at the College. Its Greek motto translated signifies, "Love of wisdom the guide of life." The objectives of this internationally recognized honor society are intellectual honesty and tolerance, range of intellectual interests, and encouragement of understanding—not merely knowledge. The local chapter, Kappa of Virginia, was installed in 1971, and each year it initiates a select group of junior and senior students.

Academic Policies & Regulations



How do I get an adviser?

What is a Departmental Representative?

What is the Dean's List?

How do I drop a course?

How do I get a transcript?

What is a leave of absence?

What is academic probation?

What are final honors?

Overview

This section is designed to give students basic information regarding certain academic functions of the College. For further information, students are urged to consult the Directory of Academic Regulations or contact the Office of Academic Services, 211 George Washington Hall.

Absences From Class

A student unavoidably absent from class a week or more because of hospitalization, serious illness, or sudden emergency, should notify the Office of Academic Services by telephone 899-4694. Students should also be fully aware of the College's class attendance policy which is stated on page 1 of the Dictionary of Academic Regulations. Copies of the Dictionary are available in the Office of Academic Services, 211 George Washington Hall. Each student is responsible for knowing and observing the attendance policy for each course.

Academic Advising

The Office of Academic Services provides advising on academic matters for students who have not declared their major. The Director of Academic Advising coordinates the work of the Faculty Advisers who are available in that office to consult with students on programs, course selection, and related academic matters. Entering students are assigned to a 50/50 faculty mentor, who serves as their academic adviser until they declare a major. As soon as 43 credits have been earned, a student may declare a major and be assigned a faculty adviser in his or her major department.

Academic Disputes

If there is a dispute between a student and a faculty member concerning a decision of the faculty member, every effort should be made by them to resolve the matter. If the disagreement cannot be resolved, the student may request a review of this decision no later than the end of the following semester, recognizing that the burden of proof is on the student.

In such cases, the following procedure is to be followed:

1. The student will submit a written statement of the matter under dispute, with any supporting material, to the chairperson of the department of the faculty member concerned (to the Vice President for Academic Affairs and Dean if the dispute is with the chairperson), with a copy sent to the faculty member.
2. Within seven (7) days, the chairperson will review the dispute, consulting with the faculty member and student concerned, with other department members as appropriate, and will attempt to settle the dispute. If agreement is reached at this level, the process ends.
3. If either party does not accept the recommendation of the chairperson, the chairperson will forward all material including his/her recommendation to the Vice President for Academic Affairs and Dean.
4. The Vice President for Academic Affairs and Dean will review the material submitted and will determine whether or not further consideration of the matter would be fruitful. If the decision is that it would not be fruitful, the Vice President will render a final decision. If he/she deems that further consideration is needed, the matter will be referred to the Academic Review Board to act as a conciliator between the student and the faculty member involved.
5. The Academic Review Board shall consist of the Vice President for Academic Affairs and Dean (acting as chairperson), two members of the Committee on Faculty Affairs, and the chairperson of the Student Association's Academic Affairs Council or his/her appointee.
6. The Academic Review Board will hear the evidence of both the student and the faculty member on the matter and, within two weeks of being convened, communicate its recommendations to the Vice President for Academic Affairs and Dean with copies to the student, faculty member and chairperson involved.
7. The Vice President for Academic Affairs and Dean will then render a decision, which will be final.

If a student has a disagreement with regard to more than

one individual decision with a faculty member, or if the student believes the faculty member has committed a breach of professional ethics, this may be conveyed to the chairperson or to the Vice President for Academic Affairs and Dean by the student, or through the departmental representative, for administrative review.

Academic Probation

Probation means a state of warning that a student does not have, for all recorded work at Mary Washington, a "C" average on graded courses. After every grading period, all students are sent probation (or suspension) notices if their overall grade-point average has fallen or remained below 2.00. For more complete information see the Dictionary of Academic Regulations.

Career Advising

Each academic department has assigned at least one faculty member who is a liaison with the Office of Career Services. Students may obtain information from them about careers in that particular discipline or information about graduate programs in the discipline. The Office of Career Services coordinates the efforts of these Career Advisers and offers various programs on career development to assist students at all stages of career exploration and job search.

Career Services

The Office of Career Services in G.W. 305 assists freshmen, sophomores, juniors, and seniors with choosing a major, developing career plans, constructing a resume, and conducting a job search. Look under the section on College Services for specific information about Career Services' programs.

Commencement

Graduating Seniors are required to attend Commencement Exercises unless specifically excused by the Vice President for Academic Affairs and Dean.

Dean's List

The Dean's List is published once a semester by the Office of The Vice President for Academic Affairs and Dean. It recognizes outstanding academic achievement by members of the student body who are full-time students. The minimum grade point average for attaining Dean's List status is 3.5.

Departmental Representatives

The role of Departmental Representative is a serious one and requires considerable dedication. The basic duties of representatives are to represent the view of the majors to the faculty and to serve as liaisons between the majors and the Chairperson. Specifically, the representatives are responsible for attending all regularly scheduled monthly meetings of the Department and such other meetings as may be called on an ad hoc basis; they have voting rights at such meetings and are expected to contribute to the deliberations. They are also required to attend all meetings of the Student Association's Academic Affairs Council. More generally, the representatives are regarded as the student leaders of the Department and are expected to uphold and promote the interests thereof in all appropriate ways. In short, the position of representative is not merely an honorary one, but is one of responsibility, and it should be sought only by students who are willing to devote the necessary time to its proper execution.

Election Guidelines, Roles and Responsibilities of Departmental Representatives

A. Election Procedures

1. Nomination and voting by declared majors to be represented.

2. Eligibility for election must be a declared major who will have at least 58 credits toward an MWC degree by the opening of the next academic session.
3. Elections—to be conducted by the outgoing representatives and/or the departmental chairperson.
4. Time of election—second semester of academic year, by date set by the Academic Affairs Chairperson at a uniform time, campus-wide.
5. Election results—to be reported in writing by department chairperson to the Student Association Academic Affairs Chairperson and the Vice President for Academic Affairs and Dean.
6. Term of office—one academic year. If an elected representative is unable to complete the term of office, for any reason (e.g. internship conflicts) a re-election will occur.
7. A Departmental Representative may serve more than a single one-year term.

B. Number of Representatives

There shall be one student representative for each 20 majors or fraction thereof. Departments composed of more than one discipline shall have representatives for each of those disciplines. In no instance shall there be more student representatives than faculty members in a department.

C. Responsibilities

1. To attend all meetings of the department faculty and have a voice on all appropriate matters concerning students in that department.
2. To attend every meeting of the Student Association Academic Affairs Council and represent his/her department.
3. To assist with the advising and registration of undeclared majors each semester.
4. To call meetings of his or her department majors regularly:
 - a. to inform students of department matters
 - b. to inform students of SA Academic Affairs Council matters
 - c. to keep minutes of department majors' meetings
 - d. to furnish the Department Chairperson with a copy of minutes from meetings of the department majors
 - e. to plan extra-curricular activities for the department as desired
 - f. to coordinate departmental social events in order to promote good student/faculty relations.
5. To act as a mediator in any minor student/faculty dispute within the department.

Drop/Add Policy

Courses may be added only during the first week of class. Course registrations may be changed from graded to pass/fail or from pass/fail to graded in the first two weeks of class. Schedules for dropping and withdrawing from courses are published in the College Calendar and are available in the Office of Student Records. For complete information on procedures, consult an Academic Adviser or the Office of Academic Services (G.W. 211).

Educational Records

Federal regulations under the Educational Rights and Privacy Act of 1974 require that the College inform students and alumni of the rights afforded them by the Act. The following summary of Public Law 93-380 has been prepared so that each student may have an opportunity to become familiar with the provisions of this legislation. The law stipulates that students who are attending or who have attended the College (and the parents of some special status students) have the following rights:

1. To be provided a list of the types of educational records maintained by the College which relates directly to

- students;
2. To inspect and review the contents of these educational records;
3. To obtain copies of these records upon payment of the cost for reproduction and processing;
4. To be provided with the name and position of the official responsible for maintenance of each type of record and with an identification of persons who have access to the records and the purposes for which these persons may have access.
5. To be informed of the policies of the College for reviewing and correcting these records;
6. To receive from the College an explanation of these records upon reasonable request for such explanation;
7. To obtain a hearing for challenging the content of these records;
8. To be informed of the categories of information that the College has designated as "directory information" under this Act;
9. To have the educational records treated in a confidential manner by the College. Neither the records nor the personally identifiable information contained therein, other than directory information, will be released without written consent of the student to any party other than those specifically authorized by the Act.

Persons Having Access to Educational Records

1. The College will not permit access to, or the release of, educational records without the written consent of the student or eligible parent or legal guardian to anyone other than the following:
 - a. College officials who, in order to perform their duties properly, must have access to official records.
 - b. Officials of other schools or school systems in which the student seeks or intends to enroll, upon the condition that the student be notified of the request, receive a copy of the record if desired and have an opportunity to challenge the content of the record. (MWC policies below.)
 - c. Officials pursuant to their statutory responsibilities:
 1. The Comptroller General of the United States;
 2. the Secretary of Education;
 3. the Commissioner, the Director of the National Institute of Education or the Assistant Secretary for Education;
 4. State educational authorities.
 - d. Any party legitimately connected with a student's application for, or receipt of, financial aid;
 - e. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974;
 - f. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improved instruction;
 - g. Accrediting organizations, for the purpose of carrying out their accrediting functions;
 - h. Parents of dependent students as defined in section 152 of the Internal Revenue Code of 1954;
 - i. Parties acting under authority of a judicial order or pursuant to any lawfully issued subpoena, upon condition that the students are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institution;
 - j. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.
2. "Directory information" includes a student's name, address (home and dormitory), telephone listings, date

and place of birth, name of high school and date of graduation, name of parents, major field of study, class year, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent or other educational institution attended.

3. Medical and Counseling Center records are not included in that category of records open to inspection; however, such records may be personally reviewed by a physician or other appropriate professional of the student's choice.
4. Custodians of educational records are not required to give access to financial records of parents or any information contained therein, nor are they required to give access to confidential letters and statements of recommendation that were placed in the educational records prior to January 1, 1975, or to which the student has waived the right of access.

Maintenance, Availability, Interpretation, and Disposal of Records

1. The College does not permit access to, or the release of educational records to officials of other schools or school systems, except for cooperative programs, without the written consent of the student.
2. Custodians of educational records maintain an updated list of the types of such records they keep, and have established procedures for granting access to such records, except those excluded by the Act. These procedures provide for:
 - a. Inspection and review by students and eligible parents of the content of such records within a reasonable time, not to exceed 45 days, from date of request;

Educational Records

Name of Record	Information Contained in The Record	Person Responsible for Maintaining Records
Academic	Permanent grade records, transcripts or transferred credits, forms and correspondence related to academic records, student-teacher evaluation forms, record of progress toward degree, schedules and registration information	Dr. Edward Piper, Associate Vice President for Academic Services and Student Records; Nancy O. Carter, Enrollment and Student Services Assistant
Admissions	Application, secondary school or previous college transcripts, recommendations, standardized test scores, application supplement (after July 1974), offer of admissions, residential or non-residential form, correspondence (All become part of Academic Record upon admission.)	Dr. Martin A. Wilder, Jr., Vice President for Admissions & Financial Aid; Robert U. MacDonald, Associate Dean for Financial Aid; Dr. Meta Braymer, Associate Vice President for Adult and Continuing Education
Career Services	Placement registration forms and contracts, resume, recommendations, student-teacher evaluations, job offers and rejections, residential information sheet, interview form, personal data summary sheet	Renee Herrell-Everingham, Assistant Dean for Career Services
Directory Information	Information maintained by the College's Public Information Office and considered "directory information" as described above	Ronald E. Singleton, Director of Public Information
Financial Aid	Aid application and supporting financial statements, award analysis form, financial award conditions and acceptance letters, correspondence, academic information, Standardized test scores, student employment records.	Dr. Martin A. Wilder, Jr., Vice President for Admissions & Financial Aid; Robert U. MacDonald, Associate Dean for Financial Aid
Non-Academic	Personal data sheet, disciplinary records, residence hall assignments, transfer forms, letters of recommendation, student activity sheets, correspondence, counseling records, psychological test results, police records	Dr. Joanne Beck, Vice President for Student Affairs and Dean of Students; David Ankney, Police Chief (police records)
Health	Medical information form, record of Health Center visits and admissions, consultant reports, results of tests and medical treatments	Dr. Ilma Overman, College Physician
Financial	Student accounts, record of financial aid, NDSL notes, payroll files for student employees	Richard L. Miller, Vice President for Business and Finance

- b. Copying of such records at the expense of the student or eligible parent, but not to exceed the actual cost of reproduction (provided such records are not available at their original source outside the College);
 - c. A response from the custodian to reasonable requests for explanations and interpretations of such records; and
 - d. An opportunity for a hearing in order to challenge the content of such records. Such hearing shall:
 - 1) Be held and decided within a reasonable time;
 - 2) Be conducted by an official who does not have a direct interest in the outcome;
 - 3) Be conducted so as to afford a full and fair opportunity to present evidence; and 4) Be concluded by a written decision within a reasonable time after the hearing.
3. Challenges to records may be made only on accuracy and not on judgments, e.g., the accuracy of the recording of a grade, but not the grade itself.
 4. Occasionally, and at their discretion, custodians of educational records will review and expunge such records, or portions, thereof, unless, prior to destruction the student or eligible parent has requested access.

Examinations, Final

All final examinations or tests given in lieu of final examinations must be given during the regularly scheduled examination period at the end of each semester at the time listed for the course in the officially announced schedule. If, in the opinion of the instructor, a course cannot benefit from a final examination or project (such as critiques), the instructor should formally request release from the requirement from the Academic Dean. Only if that request is granted in writing can the instructor complete the work of the course before the examination period. To protect the purpose of the Reading Period, no examinations, including "take-home" examinations, can be distributed before the first day of final examination week. "Take-home" examinations must be returned to the professor at his/her regularly scheduled examination period(s).

A student who has not taken a required final examination has not completed the course requirements and fails the course. In accordance with Honor Council procedures, a student is required to pledge to disclose neither the contents nor the form of any examination until after the conclusion of examination week.

Examinations are scheduled for three hours and should not interfere with subsequent examinations.

Illness or Emergencies During the Final Examinations Week. Any illness or emergency that prevents a student from attending an examination should be reported to the Office of Academic Services, Ext. 4694, before the examination time. No examinations may be taken in the Health Center. Any student admitted to the Health Center who is too ill to take an examination at the scheduled time should give the title of the course, name of the instructor, and time of the examination to the head nurse, who will give this information to the Office of Academic Services. Any commuting student who becomes ill during the examination period should call the Office of Academic Services directly. The Office of Academic Services will notify the instructor of the reason for the absence from the examination, but it is the student's responsibility to contact the instructor to arrange a time for the make-up examination as soon as health permits.

Conflicts. Students who have more than two examinations scheduled for one day may elect to have one rescheduled. The student shall decide which examination would best be moved and then should consult with the instructor who teaches that course. If the instructor deems it inappropriate because of the nature of the examination to reschedule the examination, the student should then approach the other two instructors. If

none of the instructors is able to reschedule the examination given in the course, then the student will bring the dilemma to the Office of the Vice President for Academic Affairs who will then talk with the instructors and work out a solution. **IT IS THE RESPONSIBILITY OF THE STUDENT TO START THIS PROCESS EARLY ENOUGH IN THE SEMESTER SO THAT IT WILL BE COMPLETED BY THE FRIDAY PRECEDING THE LAST DAY OF CLASSES.** The make-up date will be decided by mutual agreement of the instructor and the student.

Requests by students whose religious persuasion precludes an examination on specific days will be honored. Alternate examination dates will be set by consulting with the instructor or instructors and, if necessary, through consultation with the Vice President for Academic Affairs.

Field Trips

Field trips in individual courses may be initiated by an instructor when the activity is an integral and necessary part of the required classwork. The College does not, however, excuse students from classes that may be missed while the student participates in a field trip. Therefore, all trips must be planned at a time when participating students will not miss other classes, except as they may voluntarily choose to do so.

Honors

Recognition of outstanding academic achievement is made at Mary Washington College through the honors award system. Intermediate honors are awarded to a student who, as a freshman and sophomore, maintained a grade point average of 3.75 or higher. Final honors are awarded to a student who, as a junior and senior, maintained a 3.75 or better average. Departmental honors are awarded in major subjects to students with qualifying grade point averages who undertake special projects or theses. Academic distinction is awarded at Commencement to students who have maintained high levels of scholastic achievement. There are three levels of distinction: *summa cum laude* for those who have attained a grade point average of 3.75 or higher; *magna cum laude* for those with a 3.50-3.74; and *cum laude* for those with a 3.25-3.49.

International Programs, International Internships and Study Abroad

The Director of the Office of International Programs (GW 204) assists students studying abroad (semester/year/summer); works with the Office of Career Services and COAR to assist students seeking international internships and volunteer services, and serves as an ex-officio member of the Faculty Committee on International programs. Student inquiries concerning internationalizing the curriculum may be addressed to the Faculty Chair of the committee or the Director of the Office of International Programs.

International Students

The Director of the Office of International Programs (GW 204) assists international students with immigration documents as well as with academic and social adjustment issues. The Director serves as an advisor to the International Student Club.

Internships

Juniors and seniors with a 2.00 GPA may earn academic credit for supervised and faculty-sponsored quality work experiences. Internship opportunities are categorized according to academic discipline, career field, and location (including Washington, D.C. and Richmond). These work experi-

ences may be used to put into practice theories which have been learned in the classroom, to gain experience in a career field of interest, to adjust career plans as necessary, and to develop specific skills. Internships also allow students to make valuable contacts in their disciplines. Contact the Office of Career Services in G.W. 305 for more information.

Learning Disabilities

The faculty of Mary Washington College has adopted the following policy regarding special accommodations for learning disabled students:

A student with a diagnosed specific learning disability may request from the Office of the Dean special accommodation. Such accommodation may include special academic support services, reduced course loads, alternative forms of testing, or an alternative methods for satisfying a degree requirements directly affected by that disability. A request for an alternate degree requirement will be considered only when other forms of accommodation are not sufficient to meet the special learning needs affected by the student's disability. In such cases, the Office of the Dean will verify the diagnosis of the disability, provide appropriate academic counseling for the student, and assist the student in formulating a proposal for an alternative requirement. The Committee on Special Programs in cases involving general education requirements, or the major department in cases involving major degree requirements, must approve proposed alternative degree requirements on a case by case basis.

Leave of Absence

Any degree-seeking student whose overall MWC grade-point average is 2.00 or above who interrupts his/her pursuit of the degree, either by withdrawing during a semester or by not enrolling for a semester, should request a leave of absence (maximum of two semesters) by submitting either a "Request for Personal Leave of Absence" form or a "Request for Study Leave of Absence" form to the Office of Student Records. The leave of absence will generally be granted if the appropriate form is submitted prior to the beginning of the first semester of absence or at the time of withdrawal during a semester. Students on approved leave of absence whose absence does not extend beyond one semester will be permitted to complete the degree program as originally begun. Those who interrupt the pursuit of the degree by more than one semester, for any reason other than approved Study Leave, will be required to comply with any changes in degree requirements (General Education and Major Program) and academic regulations made during their absence.

Students on approved leave of absence will be sent, in time to meet all deadlines, a "Declaration to Continue" form and housing form (if appropriate). Registration materials will be sent to students on leave after the College receives the completed "Declaration to Continue" form, processing fee, and the appropriate tuition deposit. (See CONTINUANCE.)

Study Leave. Any degree-seeking student who plans to study at another institution for one or two semesters must submit a "Request for Study Leave of Absence" form to the Office of Student Records. Study leave will be granted to any qualified student who plans to enroll in a program which has been fully approved in advance. The institution at which credits are taken may be located in the United States or in a foreign country. The procedure for transferring credits earned at colleges abroad is basically the same as transferring credits from institutions in the United States, except that more advance planning is necessary. After a student has chosen a program or school, applied, and been accepted, he/she works with his/her major adviser, his/her department chairperson, the Director of International Programs (for study abroad) and the Director of Academic Advising to develop the most appropriate selection of courses for the

semester or year. These courses are then listed on a "Transfer Credit Permission" form and approved by the major adviser and the Director of Academic Advising. Students on approved Study Leave for one semester or two semesters will be permitted to complete the degree program as originally begun. There is a program service fee of \$25 for each semester of study abroad.

Outcomes Assessment

Mary Washington College has adopted a comprehensive plan for evaluating the impact of its program and services on its students. Developed in response to guidelines set forth by the State Council of Higher Education and the Southern Association of Colleges and Schools, the assessment program examines the extent to which the College is meeting its intended goals for its students. The program includes four components: General Education, Major Programs, Student Surveys, and Alumni Surveys. Participating in assessment activities is a requirement for entering freshmen and graduating seniors.

President's List

A student carrying at least 12 graded credits of new coursework on which quality points may be computed and who attains a grade-point average of 4.00 on all work taken for graded credit in a semester will be placed on the President's List of Honor Students. Decisions for the printed President's List are based on a student's record as it stands at the official close of the semester grading period. Temporary grades ("I" or "G") will postpone consideration for the President's List; however, once converted to a regular letter grade, the student's GPA will be calculated and, if appropriate, a President's List notation will be made on the student's permanent record.

Readmission Board

This panel, composed of faculty and administrators, is appointed by the Vice President for Academic Affairs and Dean. The Board hears appeals concerning length of academic suspension and modifies the term when this is deemed appropriate. The Board also has the authority to approve or disapprove readmission contracts.

Student Membership on Faculty Committees

There are various student-faculty committees, all of which welcome and encourage active student participation. These committees deal with many areas of College concern—such as academic policies and procedures, administrative responsibility for specific aspects of the College program, and specific interests involving students and faculty.

Any student interested in serving on one of these committees must first file an application during the second semester of the academic year with the Student Association's Academic Affairs Council. An ad hoc committee of the Academic Affairs Council will study these applications, conduct interviews, and make recommendations regarding student representatives to the President of the Student Association. The President of the Student Association will make his or her nominations for student representatives to the President of the College. The President of the College will then formally invite these students to be members of a committee. The following is a list of faculty committees on which students serve:

College AA/EEO Advisory—The function of this committee is to assist and advise the College AA/EEO Officer on all aspects of affirmative action and equal employment opportunity, including periodic review of the Affirmative Action Employment Plan and the Equal Opportunity Program of the College. The Committee also provides ideas and

suggestions to the College administration for improvements in the plan and program for equal opportunity at the College.

College Outcomes Assessment Committee—This committee is responsible for planning and approving procedures for evaluating the extent to which the College's academic programs are successfully meeting the College's educational goals. The committee reviews plans for assessing student learning in both the general education requirements and specific departmental major programs, and makes recommendations for improving the curriculum.

Committee on Academic Affairs—This committee is responsible for evaluating undergraduate academic policies, procedures and standards on an ongoing basis, formulating recommendations as necessary to ensure the continuing reputation and record of Mary Washington College as a high quality, liberal arts institution.

Committee on Campus Academic Resources—The function of this committee is to provide information and recommendations to the librarian and the library staff, to administer the academic public occasions budget, to select from its membership appropriate faculty representation to the Distinguished Visitor in Residence Committee and to provide information and recommendations to the Audio-Visual Department and the Director of Academic Computing.

Committee on Course Offerings—This committee reviews, approves or rejects proposals from various departments for course deletions, designation of General Education requirement courses and changes in the organization or numbering of departmental offerings. In its deliberations, the committee will consider general philosophy, departmental and College facilities, staffing and current course offerings.

Committee on Special Programs—This committee is responsible for monitoring the College's Internship Program. Also, this committee reviews, approves or rejects special majors, special degrees and applications for undergraduate research awards.

Committee for Faculty Development and Evaluation—This committee studies the general questions of faculty evaluation and makes suggestions as to the types of evaluation systems that will be fairest, most accurate and most useful in determining teaching effectiveness and other contributions to College life.

Distinguished Visitor in Residence—This committee is in charge of selecting, inviting, organizing and supervising programs and activities of the Distinguished Visitor in Residence.

Transcripts

Transcripts are available from the Office of Student Records. The cost is \$2.00 per transcript unless more than one copy is being mailed to the same address at the same time. In that event, the cost is \$2.00 for the first copy and \$1.00 for each additional copy. OFFICIAL transcripts must be mailed directly from the Office of Student Records to the college, business, or agency identified by the student. Unofficial copies of one's own transcript may be obtained from the Office of Student Records for \$2.00 per copy.

Mary Washington College

Academic Departments

Department Chairpersons 1991-92

Department of Art	Joseph deBella
Department of Biological Sciences	Michael L. Bass
Department of Business Administration	Gano S. Evans
Department of Chemistry, and Geology	Raymond S. Scott
Department of Classics, Philosophy, and Religion	Robert F. Boughner
Department of Computer Science	Ernest C. Ackerman
Department of Dramatic Arts and Dance	Michael J. Joyce
Department of Economics	Shah M. Mehrabi
Department of Education	Brenda E. Vogel
Department of English, Linguistics, and Speech	Susan J. Hanna
Department of Geography	James B. Gouger
Department of Health and Physical Education	Edward H. Hegmann, II
Department of Historic Preservation	Carter L. Hudgins
Department of History and American Studies	Porter R. Blakemore
Department of Mathematics	Stephen L. Lipscomb
Department of Modern Foreign Languages	Joanna L. Quann
Department of Music	James E. Baker
Department of Physics	Bulent I. Atalay
Department of Political Science and International Affairs	John M. Kramer
Department of Psychology	J. Christopher Bill
Department of Sociology and Anthropology	William B. Hanson
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Teacher Certification Advising	

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College Calendar 1991-92

First Semester

August 1991

S	M	T	W	T	F	S
					2	
				15		
			21	22		24
25	26	27				

- 2 Last Day to Pay fees without \$100 penalty
- 15 RA's return
- 21-24 Student Leadership
- 22 Residence Halls open for new students 9 a.m.
- 24 Residence hall open from 1 p.m. to 5 p.m. for Returning Students
- 25 Residence Halls open at 9 a.m. to 5 p.m. for Returning Students
- 25 Honor Convocation
- 26 Late Registration takes place 8:30 a.m. - 4:00 p.m.
- 26 Classes begin
- 27 Drop/Add begins

September 1991

S	M	T	W	T	F	S
	2	3				
	9				13	
	16					
					20	
22						

- 2 Last day to add courses
- 3 Audit registration - Office of Student Records - 9 a.m. - 1 p.m.
- 9 Last day to change to or from pass/fail
- Last day to withdraw with a refund of 80% of semester charges
- 13 Course work due for removal of incomplete grades
- 20-22 Family Weekend
- 16 Last day to drop courses without permanent record showing W/P or W/F

October 1991

S	M	T	W	T	F	S
					11	
		15	16			
20	21				25	

- 11 Mid-semester vacation begins at 5 p.m.
- Residence Halls close 7 p.m.
- 15 Residence Halls open at 1 p.m.
- 16 Classes resume at 8 a.m.
- 20 Fall homecoming (Student/Alumni Weekend)
- 21 Last day to withdraw with a refund of 50% of semester charges
- 25 Career Day

November 1991

S	M	T	W	T	F	S
					1	
	4					
					15	
			27			

- 1 Last day to drop courses for the semester
- 4-15 Registration for second semester begins
- 15 Second semester registration ends
- 27 Thanksgiving Holiday begins at 12:05 p.m.
- Residence Halls close at 2 p.m.

December 1991

S	M	T	W	T	F	S
1	2			5	6	
8	9					14

- 1 Residence Halls open at 1 p.m.
- 2 Classes begin
- 5 Last day of classes
- Last day to withdraw from the College
- 6-8 Reading Days
- 9-14 Examinations
- 14 Residence Halls close at 9 p.m.

January 1992

S	M	T	W	T	F	S
				2		
12	13	14				
	20	21				
	27				31	

- 2 Last day to pay fees without \$100 penalty
- 12 Residence Halls open at 9 a.m. for all students
Orientation for new students 10:00 a.m. - 3:00 p.m.
- 13 Classes begin at 8 a.m.
Late Registration 9 a.m. - 12:00 noon
1 p.m. - 4 p.m.
- 14 Drop/Add begins
- 20 Last day to add courses
- 21 Audit Registration - Office of Student Records 9 a.m. - 1 p.m.
- 27 Last day to withdraw with a refund of 80% of semester charges
- 31-2 Course work due for removal of incomplete grades

February 1992

S	M	T	W	T	F	S
2	3					

- 31-2 Course work due for removal of incomplete grades
- 3 Last day to drop courses without permanent record showing W/P or W/F

March 1992

S	M	T	W	T	F	S
	9					
15	16		18			
					27	

- 9 Last day to withdraw with a 50% refund of semester charges
Spring vacation begins - 5 p.m.
- 15 Residence Hall open at 1:00 p.m.
- 16 Classes begin - 8 a.m.
- 18 Declaration to continue - Due Date Deadline
- 27 No course withdrawals permitted after this date

April 1992

S	M	T	W	T	F	S
					3	
	6			9		
					17	
				23	24	
26	27					

- 3 Last day to change status
- 6 Registration for Fall Semester
Registration continues through April 17
- 9 Deadline for change of status from Residential to Commuting Student
- 17 Registration for Fall Semester ends
- 23 Last day of classes
Last day to withdraw from the College
- 24-26 Reading Days
- 27 Exams through May 2

May 1992

S	M	T	W	T	F	S
						2
	4		6		8	9

- 2 Residence halls close at 9:00 p.m. for students who are not candidates for graduation
- 4 Senior grades due by 12 noon in the Office of Student Records
- 6 All grades due in Office of Student Records by 4:00 p.m.
- 8 Convocation
- 9 Graduation
Residence halls close at 3 p.m.

29-1971 Journals

1. List the title of the journal in the space provided.

2. List the author's name in the space provided.

3. List the date of publication in the space provided.

4. List the volume and issue number in the space provided.

5. List the page numbers in the space provided.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108	1109	1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131	1132	1133	1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144	1145	1146	1147	1148	1149	1150	1151	1152	1153	1154	1155	1156	1157	1158	1159	1160	1161	1162	1163	1164	1165	1166	1167	1168	1169	1170	1171	1172	1173	1174	1175	1176	1177	1178	1179	1180	1181	1182	1183	1184	1185	1186	1187	1188	1189	1190	1191	1192	1193	1194	1195	1196	1197	1198	1199	1200	1201	1202	1203	1204	1205	1206	1207	1208	1209	1210	1211	1212	1213	1214	1215	1216	1217	1218	1219	1220	1221	12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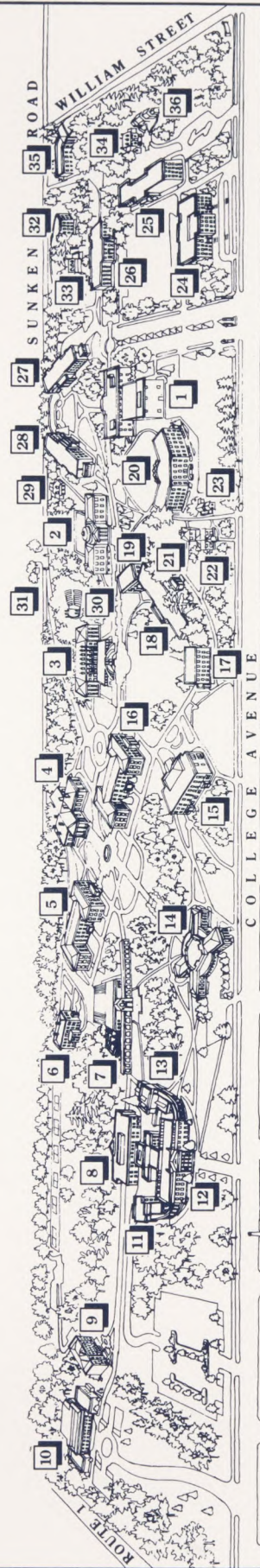


MARY WASHINGTON COLLEGE

Fredericksburg, Virginia 22401
(703) 899-4681

Mary Washington College is a co-educational, four-year state supported, undergraduate college of liberal arts and sciences.

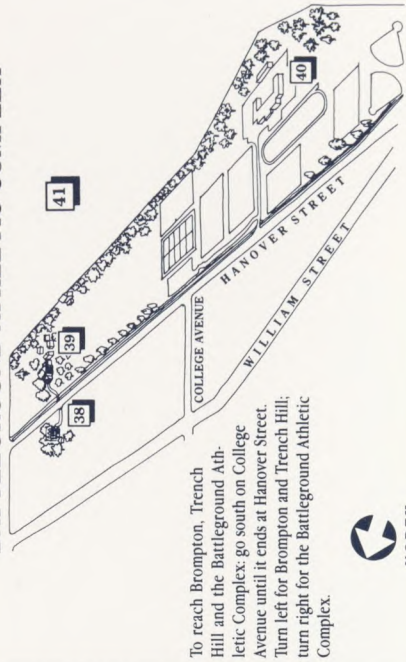
Take Exit 45-A off Interstate 95. Proceed east on Route 3 (William Street) for approximately 2 miles. At the traffic light, turn left onto College Avenue. Turn right at the next light, which will be at the gates to the college.



CAMPUS MAP LEGEND

1. George Washington Hall	Administration	28. Mason Hall	Residence
2. Trinkle Hall	Academic	29. Marye	Residence
3. Lee Hall	Admissions, Student Services, Health Center, Bookstore, Police	30. Amphitheater	
4. Monroe	Academic	31. Cornell	Residence
5. Willard Hall	Residence	32. Russell	Residence
6. Mercer Hall	Residence	33. Brent	Residence
7. Woodard Campus Center	Residence	34. Framar	Residence
8. Simpson Library		35. Marshall	Residence
9. Alvey Hall	Residence	36. New Hall	Residence
10. Goolrick Hall	Gymnasium	37. Heating Plant	
11. Pollard Hall	Academic	38. Trench Hill/Development/Alumni Office	
12. duPont Hall	Academic	39. Brompton	President's Home
13. Melchers Hall	Academic	40. Physical Plant Building	
		41. Battleground Athletic Complex	

BATTLGROUND ATHLETIC COMPLEX



To reach Brompton, Trench Hill and the Battleground Athletic Complex: go south on College Avenue until it ends at Hanover Street. Turn left for Brompton and Trench Hill; turn right for the Battleground Athletic Complex.



MARY WASHINGTON COLLEGE
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